

RESUME

MANASWI MANGESH WAIRKAR

Ph. No:9405407439 / 7840904193

Present Address:

At-Sr No-80/9/1, Krishna Heritage, Kotwal Nagar

Dist - Kiwale, Dehuroad, Maharastra-412101

DOB: 20.04.1992

Objectivity:

To prove myself dedicated, worthy and energetic as an employee in a progressive organization that gives me scope to prove my ability in a work atmosphere while being resourceful, innovative and flexible.

Work Experience:

1) R. K. INDUSTRIES (Chinchwad)

- ❖ Designation: Inward -Out ward Executive, Billing & inventory executive
- ❖ Industry : Automobile/Autoancillary/Manufacturing
- ❖ Total Experience – 4 years

2) Suraj Enterprises (Bhosri)

- ❖ Designation: Inward -Out ward Executive, Billing & inventory executive
- ❖ Industry : Distributor
- ❖ Total Experience : 6 Month

3) ACCURATE MATERIAL HANDLERS PVT LTD (Talawade) : Current Company

- ❖ Designation: Inward -Out ward Executive, Billing & inventory executive
- ❖ Industry : Manufacturing

Job profile:

- Preparation daily GRN & in ERP.
- Daily entry of job work challan in ERP.
- Maintain stock in ERP.
- Maintain day to day stock report for purchase and issue material.
- Checking with bill in purchase orders.
- Proper inventory stock tacking end of the month.
- Preparation invoice in ERP.
- Preparation EWAY BILL.
- Bill checking & Verification with PO.
- Bill booking for Raw material, consumable & Capital goods in ERP.
- Difference rate Purchase Invoice booking in ERP after verification.
- Taking a stock of material from supplier
- Maintaining records in excel
- Setting shop order for machine shop

- Taking a stock of Supplier account.
- Realizing Purchase order to supplier
- Getting Quotation from supplier.
- Maintaining records of material received from supplier.
- Maintaining records in excel

Professional training:

- ❖ Application software-MS Office, Ms excel, Ms Outlook
- ❖ ERP software
- ❖ MS – CIT
- ❖ Typing (English 30)

Educational Profile:

EXAMINATION	SCHOOL/COLLEGE	BOARD/UNIVERSITY	CLASS	PERCENTAGE
S. S. C	Sou.I.D. Vardam High School, Poip	Kolhapur	First	68.61%
H. S. C	N. A. D Topiwala junior college, Malvan	Kolhapur	First	67.50%
D. T. Ed	S. E. S. D. Ed College, Tondawali, Kankawli	Pune	First	71.95%
B. A	Sindhudurga College, Malvan	Nashik	First	60.08%

Skills:-

- ❖ Team Leader
- ❖ MS OFFICE, EXCEL, POWERPOINT PRESENTATION.
- ❖ Excellent communication & presentation Skills. (MARATHI, HINDI, ENGLISH)

Personal Address:

Name- Varsha Ganesh Bhatkar.

Husband Name- Mangesh Shrikrishna Wairkar

AT- Sr. No 80/9/1, Krishna Heritage, Kotwal Nagar

Kiwale, Dehuroad Pune-412101

DOB: 20th April, 1992

Marital Status: Married

Language Known : Hindi, English and Marathi(Read, Write, Speak)

Declaration:

I hereby declare that all the information mentioned above regarding me are true to th belief.

Place-

Signature of candidate