

CURRICULAM VITAE

SHASHANK GOPAL PAWAR

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OBJECTIVE:

To be part of a growing company which gives a challenging career in terms of accomplishing the Responsibilities where I can optimize my creativity and analytical skills Also to improve myself by continuous learning in and outside the preview of my responsibilities that I can contribute to the growth of the organization.

EXPERIENCE:

Company Name: D K Innovation

Mumbai, India

Company Profile: Manufaturer and Exporter of Corporate Gifts and All kinds of bags etc

Designation

Manager

Period

Apr 2018 to Aug
2021-Till Now

Job Profile:

- Handling all Office and Factory Operations
- Leading , Managing, Supervising and distributing work to all Company Staff
- Looking after Sales, Purchase, Invoicing,Import, Export, Receipts ,Dispatch
- Handling Companies All Bank transactions and Petty Cash, Bank Visits
- Liaising with Government Agencies
- Looking after Maintenance of Company Premises ,Comply and Follow all Safety Security Rules & Regulations
- Negotiate and Cordinate with all Vendors
- Preparing Daily,Monthly reports

Company Name: Videocon

Mumbai, India

Company Profile: Videocon is one of the largest Electronics & Home appliances co. in India

Designation

Logistics- Store Assistant

Period

Dec 2017 to Apr 2018

Job Profile:

- Working on SAP for Issue & Receipt Of material and maintaining stock
- Issuing & receiving new and defective material from technicians
- Coordinating with ASI and technician's supervisor form request up to completion of jobs
- Coordinating with all ASC's for issue & receipt of new and defective material
- Coordinating with all other Videocon service centre branches from all over India for availability of material for jobs of our branch and also sending the material as per other all India branch



- requests through courier or transport
- Coordinating with CWH for issue & receipt of new & defective material
- Negotiating & arranging with transport companies for sending & receiving new and defective material to CWH-Aurangabad and ASC's-Mumbai & Thane
- Comply and Follow all Safety and Security Rules & Regulations

Company Name: Damas LLC

DUBAI, UAE

Company Profile: Damas LLC is Dubai based leading international jewellery company trading in retail & wholesale jewellery, watches.

Designation
Logistics Executive

Period
Aug 2006 to Feb 2017

Job Profile:

- Import & Export shipments execution in EK-TGS Val Center and Airports Terminal 1,2 and 3
- Coordinating with customers, suppliers, customs, FedEx and valuable handling agents for shipments
- Sending general shipments(Non valuable) and documents through DHL and TNT
- In-house documentation
- Liaising with Customs Authority for documentation purpose
- Examined invoices and shipping manifests for conformity to tariff & custom regulations
- Preparing Export shipment invoices as per different countries custom rules & regulations
- Submission & collection of Certificate of Origin from chamber of commerce
- Liaising with Government Agencies for attestation & legalization of documents
- Contact customs officials to ensure release of incoming shipments & resolve customs delays
- Preparing GSP for GCC countries
- Appraised merchandise & accompanying documentation according to import requirements, considering legal restrictions, country of origin, import quotas & current market values
- Entries and Maintaining Import & Export shipment records in excel sheet
- Updating and sending management of daily activities & shipments
- Accounting agents bills and issuing cheques to agents and customs etc
- Petty cash handling
- Cash deposits to Dubai Chambers accounts
- Preparing monthly detail reports of Import & Export Shipments and sending to management

Company Name: Sneha Trading LLC

DUBAI, UAE

Company Profile: Sneha Trading LLC is a Dubai & Jebel Ali Free Zone based company trading in lighting fixtures items in wholesale & retail.

Designation
Store Accountant & Shipping Coordinator

Period
Jul 2002 to June 2006

Job Profile:

- Managing & Maintaining of physical inventory in store & on computer packages
- Maintaining records of stock stored in logistics companies warehouses such as Sharaf Logistics & Retail Logistics
- Coordinating with logistics companies for release & storage of goods
- Preparing LPO orders, sales & purchase invoices, stock reports
- Preparing all types of documents required in Jebel Ali Customs

- Coordinating with shipping lines, customers & suppliers for shipments
- Coordinating with transporters for on time delivery of goods

Company Name: Al Roumi & J.Mullins Engineering Co.

DUBAI, UAE

Company Profile: Al Roumi & J.Mullins Engineering Co. was a Dubai based company Working on projects for Dubai Dry Docks & other Dubai Govt. own companies.

Designation
Store Accountant

Period
Feb 2000 to June 2002

JOB PROFILE:

- Maintaining of inventory on Peachtree
- Preparing LPO orders, sales & purchase invoices
- Preparing stock reports

AWARDS AND ACHIEVMENTS:

Received CERTIFICATE OF APPRECIATION from DUBAI CUSTOMS

EDUCATION:

S.S.C-MUMBAI, INDIA
H.S.C-MUMBAI, INDIA
(Undergraduate)

MARCH, 1993
MARCH, 1995
MARCH, 1998

EXTRA CURRICULER ACTIVITIES:

Represented College Cricket Team in Mumbai Inter College Cricket Tournament

COMPUTER KNOWLEDGE:

SAP-logistics
MS office, Internet, Accounting Packages Tally & Peachtree, EBM/VISUAL GOLD/SOFT SCRIPT Packages for Gold & Jewellery

LANGUAGES KNOWN

English (Read, Speak, Write)
Hindi (Read, Speak, Write)
Marathi (Read, Speak, Write)
Gujarati (Speak)
ARABIC (Speak)

HOBBIES

Cricket, Reading, & Traveling.

STRENGTHS

- Highly organized with ability to manage teams & multiple projects
- Good communication and interpersonal skills
- Ability prioritize workload and meet deadlines
- Ability to communicate with peers and management clearly and timely manner on activities
- Willingness to go the extra mile to support team and customer along with high level of enthusiasm commitment to excel in projects undertaken

PERSONAL DETAILS

Date of Birth 30th August 1977

Gender	Male
Nationality	Indian
Marital Status	Married

Reference: Excellent References can be furnished upon request

DECLARATION

I hereby declare that all above facts are true and correct to the best of my knowledge, information and belief.

SHASHANK GOPAL PAWAR

