

# CURRICULUM VITAE

Rajanish Ramesh Chavan  
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## VISION:-

To follow the principle that “there is no minimum at the start and there is no maximum at the end” & maintain the reputation of the company where I am work.

## OBJECTIVE:-

To find challenging opportunities and to make work hobby.

## EDUCATIONAL QUALIFICATION:-

EDUCATION	YEAR OF PASSING	UNIVERSITY/BOARD/INSTITUTE	REMARK
MMS/MBA	May 2018	Mumbai University	5.16 CGPA
Diploma In Store Management	March 2017	Indian Institute of Material Management, Vadodara	2 <sup>nd</sup> Class
Certified Industrial Accountant Plus	October 2013	The Institute of Computer Accountants, Kolkata	“C” Grade
B.COM	March 2012	Mumbai University	1 <sup>st</sup> Class
H.S.C	Feb. 2007	Kolhapur Board	2 <sup>nd</sup> Class
S.S.C	March 2005	Kolhapur Board	1 <sup>st</sup> Class

## COMPUTER PROFICIENCY:-

1. Good Knowledge of **SAP HANA R/4, ORACLE** ERP system & **EWMS System**.
2. Good Knowledge of **Tally 9.0** ERP system.
3. Good Knowledge of MS Office (Word, Advanced Excel, PowerPoint, Outlook Express)

## LANGUISTICK CAPABLITIES:-

1. English, Marathi, Hindi, Gujarati.

## **WORK EXPERIENCE:-**

- **Currently Working as Officer in Berger Paints India Ltd. Jejuri, Pune from 15<sup>th</sup> June 2022 to Present.**

- 1 Managing all Finish goods activities.
- 2 Preparing Compliance related documents.
- 3 Planning for Dispatch in co-ordination with marketing team & production team.
- 4 Maintaining MIS.
- 5 Transport Planning.
- 6 Preparing SOP`s & implementation of SOP`s.
- 7 Manpower management.
- 8 Handling 5 Officers and 30 casuals.

- **Worked as Warehouse Officer in Axalta Coating Systems India Private Limited, Savli, Gujarat from 7<sup>th</sup> March 2022 to 11<sup>th</sup> June, 2022.**

- 1 Worked in RM Store activities.

- **Worked as Executive - Stores & Admin in Pidilite Industries Ltd, Amod from 1<sup>st</sup>, July 2021 to 2<sup>nd</sup> March 2022.**

### **(Joined in Green field Project phase)**

1. Reports to Site Project Head and Coordinates with Corporate Finance.
2. Coordinates Corporate Purchase Team with respect to Site Requirements.
3. Receiving the material at the site and making GRs.
4. Collecting Invoices and getting approvals for Payment.
5. Sending Payment Statements to settle the approved Bills.
6. Maintaining the Inventory of Project Stock.
7. Collecting the Service RA Bills and Final Bills.
8. Making SES for RA Bills and Final Bills.
9. Sending Payment Statements and coordinating for Payments to Vendors.
10. Inventory management.
11. Site consumables indent creation.
12. Responsible for making SOP.
13. FG Dispatch & RM Movement.
14. Handling Site cash Management.
15. Coordinates in Capitalization of Assets.
16. Assist in New Vendor Creation.

➤ **Worked as Officer-commercial (Looking RM & FG Store) in Kansai Nerolac Paints Ltd. Gujarat from 22<sup>nd</sup>, December 2015 to 30<sup>th</sup> June 2021.**

1. Controlling all RM & FG Store activity.
2. Preparing ISO Documentation.
3. RM Unloading Planning.
4. Taking service entry, GRN, Billing in SAP.
5. FG Dispatch Planning with marketing & production team.
6. Maintaining necessary records with accuracy of information & should follow always FIFO method in issuing in FG & RM.
7. Assists the purchasing team with the monthly inventory & preparation of non-moving & slow moving item List.
8. Scrap removal Handling.
9. Taking follow up for raw material.
10. Maintaining Warehouse Management System.(WMS)
11. Making MIS for dispatch & RM on monthly basis.
12. Responsible for making SOP.
- 13.3 PL Operations team management.

➤ **Worked as a "Account Assistant" in Dept. of Accounts in Bharat Organics, Lote Since 10th March 2013 to 20th Dec 2015.**

1. Preparing Excise returns.
2. Taking Raw Material Follow Up.
3. Making Invoice for Dispatch.
4. Stock maintaining & keeping Stock record.
5. Preparing Service Tax returns.
6. Preparing Export documents.
7. Preparing VAT return.
8. Maintaining books of account.
9. Passing accounting entries.
10. Worked on Tally 9.0 ERP system.

## **PERSONAL DETAILS:-**

Name : RAJANISH RAMESH CHAVAN  
Date of Birth : 1st May, 1989  
Marital Status : Married  
No. of Family Members : 4

### **Permanent Address –**

446, Ambadas Peth  
Tal – Khed, Dist – Ratnagiri.  
Pin - 415605

I shall be highly obliged if you could give me a chance to work in your company. I promise to be sincere, honest and hardworking.

DATE: -

PLACE: - JEJURI, PUNE

Yours Faithfully,

**RAJANISH RAMESH CHAVAN**