

**SHAILESH M.GAIKWAD**

RADHA RESIDENCY PHASE-III,  
FLAT NO:-204,"B" WING,2<sup>ND</sup> FLOOR,  
NEAR TATA POWER HOUSE,  
BESIDES DESHMUKH COMPLEX  
DOMBIVALI (EAST)-421203.  
MAHARASHTRA. INDIA.

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### **SYNOPSIS**

B.COM GRADUATE ENRICHED WITH 14 YEARS OF EXPERIENCE IN MULTIPLE AREAS LIKE WAREHOUSE, PURCHASE, LOGISTICS, STORES, AND PRODUCTION ETC.

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### **OBJECTIVE**

TO INVEST MY EXPERTISE IN AN ACHIEVABLE AND SUSTAINABLE GROWTH IN THE ORGANIZATION.

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### **STRENGTH**

GOOD COMMUNICATION SKILLS, ABILITY TO WORK UNDER PRESSURE, HIGHLY MOTIVATED, VERY SINCERE.

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### **EDUCATIONAL QUALIFICATION**

BACHELOR OF COMMERCE

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### **SOFTWARE KNOWLEDGE**

SAP MM MODULE, MS OFFICE, MS EXCEL , MS WORD, MS POWERPOINT, TALLY 9.3 VERSION.

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## PROFESSIONAL EXPERIENCE

⇒ **M/s. Al turki Enterprises LLC (Oman)**

**Position: - Material Coordinator. (Plant & Equipment & Logistic)**

**Since June-2020 to till date.**

⇒ DOWNLOAD THE PENDING MATERIAL SPARE PARTS REPORT FROM SAP.

⇒ VENDOR WISE PENDING MATERIAL LIST SEND TO THE VENDORS.

⇒ EMAIL & CALL TO CONCERN VENDORS FOR TIMELY DELIVERY OF THE MATERIAL.

⇒ COORDINATE WITH LOGISTIC TEAM FOR DELIVERY OF THE MATERIAL.

⇒ IF ANY MATERIAL WILL SHIP FROM DIFFERENT LOCATION, THEN TALK WITH THE VENDORS FOR EXPECTED DELIVERY DATE.

⇒ COORDINATE WITH STORE PERSON FOR SAFELY LOAD & UNLOAD THE MATERIAL & KEPT IN A PROPER MANNER.

⇒ FOLLOW-UP WITH VENDORS FOR ANY SHORT QUANTITY MATERIAL.

⇒ COORDINATE WITH ACCOUNTS TEAM FOR PAYMENT OF VENDORS.

⇒ COORDINATE WITH THE STORES PERSON WITH RECEIPT OF THE MATERIAL IS AS PER PURCHASE ORDER.

⇒ MAKE A FUEL CONSUMPTION ENTRY FOR AL MAHA PETROL & SHELL PETROL FOR ALL THE VEHICLES FOR AL TURKI GROUP.

⇒ MAKE SURE ALL FUEL CONSUMPTION ENTRIES ARE DONE ON OR BEFORE 5<sup>TH</sup> DAY OF EVERY MONTH.

⇒ SUBMIT THE AL MAHA & SHELL INVOICE TO THE ACCOUNT DEPT.

⇒ COORDINATE WITH ACCOUNTS TEAM FOR ANY DISCREPANCIES REGARDING FUEL CONSUMPTION.

⇒ SUBMIT THE EXPECTED MATERIAL LIST & PENDING LIST FOR THE CURRENT MONTH TO THE DEPT DIRECTOR & MANAGERS TEAM.

⇒ **M/s. Al Turki Enterprises LLC (Oman)**

**Position: - Material Coordinator.**

**Since Aug-2016 to June 2020.**

We are into Civil Construction / villas / PDO sites which 200 cores turnover co in Oman.

⇒ HANDLING ALL THE STORES & STORES RELATED ACTIVITY INDEPENDENTLY.

⇒ HANDLING CIVIL & MEP STORES AT SITES.

⇒ SUPERVISE ACTIVITY OF OUR STORES KEEPERS OF DOING THEIR JOB FOR PUNCHING OF GRN & ISSUE MATERIAL ON SITE ON DAILY BASIS.

⇒ SUPERVISE CHEMICAL / PAINT / OR ANY HAZARDOUS MATERIAL ARE KEPT IN A PROPER MANNER WITH THEIR MSDC. (MATERIAL SAFETY DATA SHEET)

⇒ COORDINATE WITH FOREMAN AND CONCERN ENGINEER FOR REQUIREMENT OF THE MATERIAL AT SITE.

⇒ PREPARE PROJECT & CONSUMABLE PURCHASE REQUISITION FOR THE PROJECT MATERIAL.

⇒ FOLLOW-UP WITH QS FOR RELEASING THE PR AND BUYER FOR GENERATING THE PURCHASE ORDER.

⇒ APPROVED PO HAS MAILED TO THE SUPPLIER.

⇒ FOLLOW UP WITH SUPPLIER FOR TIMELY DELIVERY OF THE MATERIAL.

⇒ FOLLOW UP FOR TEST CERTIFICATE OR CALIBRATION CERTIFICATE. (STEEL / CHEMICAL / PAINT / CLADDING SHEET / CALIBRATION OF EQUIPMENT).

⇒ PREPARED WEEKLY & MONTHLY OPEN PR / OPEN PO REPORT & SUBMIT TO PROJECT MANAGERS & CONCERN ENGINEERS.

⇒ AGE WISE REPORT SUBMITS TO PROJECT MANAGER & ENGINEERS ON MONTHLY BASIS.

⇒ PREPARED STOCK REPORT & MAINTAIN REPORT ON WEEKLY BASIS.

⇒ ARRANGE THE TRANSPORTATION FOR MATERIAL TO BE TAKEN FROM DIFFERENT LOCATIONS.

⇒ CHECKING PROPER HOUSEKEEPING & MATERIAL TAGGING IN THE STORES.

⇒ Ensure Store keepers-maintained documents in proper files.

⇒ SAP training to new storekeepers.

⇒ Analysis of SAP related Problem & resolve it.

⇒ **M/s.Axis Ad Print Media India Ltd.**

Navi Mumbai.

**Position: - Asst.Manager-Purchase & Stores**

**Since Sep-2013 to March-2014.**

We are 30 core turnover ltd co. We are into printing advertisement of various Government related jobs.

Worked As an **“Asst.Manager-Purchase & Stores”** for M/s. Axis Ad Print Media India Ltd, and have deeply knowledge of Sourcing the Material like Printing paper, Chemicals, Inks, Corrugated Boxes, Strapping Roll, Bearing, Cotton rags, machinery Items etc. The Job profiles Includes mainly:-

- Prepared Purchase Orders.
- Floating an Enquiry to the vendors/take best Quotation from them/Make Comparison statement.
- Take the Approval on Comparative statement for place an order to the vendors.
- Rate finalization with the help of dept. Head.
- Placing an order to the vendors.
- Follows ups the vendors for timely delivery of the material.
- Material should be as per the mentioned in the Purchase Order.
- Monitor the material at our stores in a proper manner/condition.
- Follows ups for the Bills & Challan according to the Po.
- GRN get it done on the same date of the material received.
- New vendor Sourcing, Selection & development.
- Monitor with respect to cost sheet, development of new vendors & Procuring Raw material.
- Co-ordinate with the bill passing dept to make payment on time.
- Development of the alternate vendor with same quality standards.
- Prepared rejection analysis report.
- Maintain Optimum Inventory Levels.
- Prepared cost of the material.

⇒ M/s.Schori Blasting & Metal Spraying Pvt Ltd.

Thane (west).

Position: - Factory Supervisor.

Since May-2010 Till Sep-2013

We are 30 Lacs Turnover pvt Ltd co. We have labor Jobs works done at our factory.  
Worked As a **"Factory Manager"** for M/s. "Schori Blasting & metal Spraying Pvt Ltd".

- Arrange the Material for Blasting & painting purpose.
- Procure the Squrtzs Sand 8 x 16 Mesh for Blasting Purpose.
- Co-ordinate with supplier for Sand, paint, Delivery of the material, Nozzles, Blasting Pipe, fitting Clips, cotton Gloves.
- Complete the assignment as per vendor's requirement.  
Co-ordinate with the director for new Assignment.
- Source new Business for the company.
- Procure the material like Squats sand, paint, Nozzle, Blasting Pipe, Boiler Suits Helmets, safety Shoes, Hand Gloves, mask, "D"Shukal, belt for Hydra, Stationery etc.

⇒ M/s. Vipul Enterprises.

Bhiwandi (Thane)

Position:- Dy.Factory Manager

Since Feb-2009 To April 2010.

We are manufacturing of the corrugated boxes & paper allied product.  
Worked as a **"Dy.Factory manager"** for the "M/s.Vipul Enterprises.

- New Business sales for the company.
- Procure the Craft paper from Paper Mill,Gums, Stamping Pins,Inks, Chemicals,Engineering items etc.
- Manage all the factory activities including Workers salary, Sales, Purchase, and Accounts etc.

⇒ The Bombay Dyeing & Mfg. Company Limited.

Mumbai.

Position: Asst.Manager-Purchase

Since Oct-2004 till Dec-2008

WE ARE A 1000 CRORES TURNOVER LIMITED COMPANY, TEXTILE MANUFACTURING AND EXPORTING BEDSHEETS, TOWELS, MADE-UP, DUETS TO MIDDLE EAST AND IN INDIA.HAVE SHIFTED THE SPINNING & WEAVING PLANTS AT SOLAPUR AND RANJANGAON, PUNE.

Worked as an “Asst.Manager”-Procurement-for Packaging material for export purpose. And have extensive knowledge of Sourcing, Procurement & Costing of Corrugated boxes, Duplex cartons, PVC & LD Bags, PP BAGS, & all the allied packaging products. The job profile includes mainly:

- New vendor sourcing, selection – development
- Negotiations with vendors
- Prepare Purpose Orders.
- Inventory planning
- Purchase planning
- Floating an enquiry to the vendors taking quotation from them/make comparison/authorized the same for ready to dispatch.
- Co - ordination with stores & production ensure that materials according to the schedule.
- Coordination with finance & bill passing dept.
- Co-ordinate with stores for preparing GRN & Stock.
- Development of Alternate vendors (Supplier for cost reduction by maintaining same quality standard).
- Cost sheet of the packaging material for exports contract.
- Co-ordinate with supplier for timely delivery of the material.
- Prepare MIS Report.

**PERSONAL DETAILS: -**

Date of Birth: - 17.10.1977

Marital Status: - Married.

Language Known: - Marathi, Hindi, English.

**EDUCATION QUALIFICATION:**



S.S.C. from Raja Shivaji Vidyamandir (Thane) - 1994.



H.S.C. From Dyansadhana College, Thane - 1996.



B.Com (University of Mumbai) in the year of 1999.

**SOFTWARE PROFICIENCY:**

Operating System- **SAP System MM Module.** WINDOWS 98, WINDOWS 2000 PROFESSIONAL, MS- Office, Applications, Tally 9.3, Word, Excel.

**REFERENCES:**

1) Mr. Rakesh Pednekar:- (M)-9920547524  
Ex. Manager (Bombay Dyeing)

2) Mr. Yatin Manjrekar.  
(M)-9930742021

I hereby declare that the information provided above are true to the best of my Knowledge and belief.

Date:

Place: Dombivali (Mumbai).

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(M)- +91 9870073817 India

(Shailesh Gaikwad)