

RESUME

SANDEEP BHARAT KUMBHAR

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CAREER OBJECTIVES :-

To work in team & be a productive professional for the organization ultimately figure a role for myself in a competitive industry.

PROFESSIONAL EXPERIENCE

GAIT KWE PVT LTD (ALL CARGO LOGISTICS PVT LTD.) (Currently working from 16th Feb 2022)

1. Purchasing Infra & development & admin purchase, (Racking, HPT, BOPT, Forklift, UPS Batteries, Electrical work, Civil work & all warehouse related product purchasing)
2. Sending enquiries to vendor related types of product & take quotation.
3. Preparing comparative statement for vendor finalization.
4. Prepare PO in ERP against PR in system.
5. Releasing PO after taking approval from HOD & follow-up with vendor for timely delivery.
6. Submit all invoice to receive from vendor to Finance department for timely advance & final payment.
7. Documentation of all order related correspondence, approval for audit.
8. Maintain tracker related to PO raising & deliveries.
9. Clear pending order from the system.

PAREKH INTERGRATED SERVICES PVT. LTD. (From April 2019 to Feb. 2022)

Designation :- “Purchase & Warehouse In-charge”

1. Purchasing Infra & development & admin purchase, IT purchase, packing material.
2. Sending enquiries to vendor related types of product & take quotation.
3. Preparing comparative statement for vendor finalization.
4. Prepare PO in ERP system against purchase requisition.
5. Monitoring manpower and its optimum utilization.
6. Releasing PO after taking approval from HOD & follow-up with vendor for timely delivery.
7. Submit all invoice to receive from vendor to Finance department for timely advance & final payment.
8. Documentation of all order related correspondence, approval for audit.
9. Maintain tracker related to PO raising & deliveries.
10. Clear pending order from the system.
11. Final courier vendor also for outward shipment.

RIYAM INVESTMENT & TRADING LLC (MUSCAT, OMAN)

Designation - “PROCUREMENT & WAREHOUSE INCHARGE” (From Jan 17 – Mar 19)

1. Stock-keeping of packing material (stretch film, corrugated boxes, wrappers, tissue paper, pouches, pillar pack, blister, pvc film, plastic corrugated boxes) stationery, lubricants, timing belts & housekeeping material,
2. Receiving of incoming consignment (goods)
3. Safe keeping of goods (Custody)
4. Inventory Management
5. Issue material to production department & getting issue slip of user department.
6. Prepare GRN note.
7. Prepare reverse Chelan of outing material, scrap & rejection material.
8. Checking received material with quality control department.
9. Sorts and places inventory in storage areas, according to predetermined sequence such as size, type, or product code.
10. Keeps records of materials or items (including surplus materials) received or distributed in accordance with established procedure.
11. Maintain weekly cycle counts of all stocked items and compile stock report on daily, weekly and monthly basis.
12. Ensures that all work-areas are clean and well maintained.
13. Check stock daily to ensure that all products are adequately stocked and available for disposal
14. Maintains security of items in the store.
15. Fills requisitions for materials and assists in inventory taking.
16. Inspects materials received for quantity and condition.
17. Feed the data of incoming material, rejection material, issue material for production, stock in hand material, outgoing material in ERP system.
18. Receiving, moving, checking and storing incoming goods.
19. Checking and inspecting goods received and ensuring they are of accurate quantity, type, and also acceptable quality.
20. Supervising the work of junior staff.
21. Ensuring a clean and safe workhouse for staff to work in.
22. Monitoring stock levels.
23. Accurately updating all data into computer and manual recording systems.

Pervious Experience

VIDYUT METALLIC PVT. LTD. / SUPERMAX PERSONAL CARE PVT. LTD. (From 2013-2016)

Designation - “Purchase Assistant”

1. Handling complete procurement cycle for purchase orders and contracts for stationery, lubricants, timing belts & housekeeping material ,ammonia , gases, diesel, petrol, electrical, packing material (Corr. Box, Sticker).
2. Expediting delivery, facilitate payment etc.
3. Co-ordination with logistics provider to ensure smooth movement of the goods from supplier’s warehouse to the company’s site
4. Interacting with vendors and end user departments to coordinate, facilitate, and resolve routine day to day procurement issues.

5. Making Payment Advice and getting it cleared from all necessary departments.
6. Liaison with finance team and ensure timely release of payments.
7. Obtaining payment details from Finance & reconciling with vendors.
8. New vendor development.
9. Negotiating with vendor for the best price.
10. Prepare purchase order.
11. Follow-up with supplier for the pending purchase order.
12. Understanding the requirement of different stores.

EDUCATION QUALIFICATION

Qualification	School	Board
S.S.C	S.S.T.V. M	Mumbai

PROFETIONAL QUALIFICATION

Qualification	Institute	Month And Year of Passing
H.S.C	Dnysadhana College	2009
T.Y.B.COM	Vikas Night College	2013
Custom Clearance & Freight Forwarding Diploma	Garware Institute Mumbai University	2012

COMPUTER KNOWLEDGE

MS-CIT / English Typing 30
ERP SOFTWARE (BAAN)
ERP MICROSOFT
DYNAMIC OPEN BRAVO
FLEXI

STRENGTH

Ability to Work under pressure & deadlines.
Hard worker and fast learner.
Responsible & punctual.

PERSONAL DETAILS

Date of Birth	24 th Dec 1990
Sex	Male.
Nationality	Indian.
Marital status	Single.
Language	Marathi, English, Hindi.

DECLARATION

I here by certify that above information is true to the best of my knowledge & I bear responsibility for the correctness of the above mentioned particulars.

Date:

Place: THANE

SANDEEP B.KUMBHAR