

APPLICATION

Pawar Rajendra Popatrao
At/Po- Pawarwadi
Tal- Phaltan ,Dist – Satara.
Pin – 415523
Mo.No. :- 9096610200/7499195955
Date :- 11/12/2025

To,
The General Manager So,
Hindustan Feeds Baramati
Tal- Baramati ,Dist – Pune.

Sub :- Application for the post of " Store Executive ".

Sir,

I would like to apply for the post of “ **Store Executive** ” in your company. My personal and Educational Qualification is as under.

Name	Pawar Rajendra Popatrao
Date of Birth	26/ 09/ 1993
Cast	Hindu – Maratha
Education	B.Com
Computer Skill	Basic and Computer Programing course.
Experience	Sugar Factory and Distillery Store work Total - 10 Years

I here by declare that the above said information is correct with the best of my knowledge. I may please be given an opportunity to serve in your Factory. If given chance assure you that I would work to your satisfaction.

Thank you,

Yours Faithfully,



(Pawar Rajendra Popatrao)

RESUME

Name: Pawar Rajendra Popatrao

Email-ID: rppawar860@gmail.com

Contact no: 9096610200/7499195955

OBJECTIVES

To use the skill and knowledge, which is gain during academic for the growth of organization Believe in learning & Teamwork.

(1) EDUCATION QUALIFICATION

Class	University/Board	Year of Passing	Percentage Grade
B.Com	Shivaji University Kolhapur	April-2014	I st Class
GDC&A		March-2015	II st Class
HSC	ShivajiUniversityKolhapur	March-2011	IIIndClass
SSC	ShivajiUniversityKolhapur	March-2009	IIIndClass

(2) WORK EXPERIENCE :-Total – 10 Years.

(3) SOFTWARE EXPERIENCE

- 1) Support Technology Pvt Ltd Software- **Swaraj Green Power And Fuel Ltd.**
- 2) Raintree Computing Pvt. Ltd. Software- **Swaraj Green Power And Fuel Ltd.**

(4) ADDITIONAL QUALFICATION

- 1) Completed Computer Course “Basic & Programming.

(5) WORK EXPERIENCE:-

Sugar Factory and Distillery Store work Total- 10 Year

1. Swaraj Green Power and Fuel td.

Sugar Plant 7500 TCD With 30 MW Cogeneration And 500 KLPD Distillery

- 1. Designation : Store Assistant**
- 2. Department : Store**
- 3. Location : Upalave Tal - Phaltan Dist. – Satara.**
(2015 To Till Date)

JOB PROFILE

STORE DEPARTMENT

- Prepare the Material Inward & Issue, Maintain Proper record, Stock Register, Loan Register. Periodical Verification of Stock Level.
- Physical Verification of stock at regular intervals.
- Scrutinizing Stores Ledger, Creditors Ledger.
- Supervision of Data entry of Goods Receive note, Material Requisition slip, Stock adjustment, Keep Minimum Maximum level consumable items store stock.
- Work in an erection Plant.
- Identification of all receipts from suppliers.
- Storage and Preservation.
- Material Handling.
- Inventory Control.
- Submission of Management Information Reports Entry and Computer related works.
- Having Good knowledge of Scrap management.
- Rejected material Return to Party Etc.

JOB PROFILE

Expert in e fillings, ERP Software MS World, MSEXCEL

- Prepare Monthly Material Reconciliation Statement.
- Make very good knowledge in mail corresponding, follow up & tracking etc.

KEYSKILLS

- ❖ Integrity & Ethics
- ❖ Leadership
- ❖ Teamwork
- ❖ Communication Continuous Improvement

PERSONAL DETAILS

Name	Pawar Rajendra Popatrao.
Date of Birth	26/09/1993
Gender	Male
Status	Unmarried
Cast	Hindu Maratha
Permanent Address	At/Po– Pawarwadi Tal– Phaltan, Dist –Satara. Pin–415523
Languages Known	Marathi, Hindi, English.

DECLARATION:

I here by declare that the information furnished above is true to the best of my knowledge.

Yours Faithfully,



(Pawar Rajendra Popatrao)