

GIRISH BAPURAO KHANDEKAR

📞 +91-9022595987 | ✉ girishkhandekar989@gmail.com | 📍 At. Takalwade, Post Nimbalak,
Tal. Phaltan, Dist. Satara 415523

Career Objective

To secure a challenging and growth-oriented role where I can utilize my skills in stores, logistics, and material management, Purchase while contributing to organizational goals and enhancing operational efficiency.

Software Skills

- SAP (SAP MM, SAP SD, SAP PP)
 - MS Office (Word, Excel, PowerPoint, Outlook)
 - Advanced Excel
 - Python
 - MS-CIT
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Professional Experience

🏢 **Lotte India Corporation Ltd, Pune [Store Assistant]** (June 2025 – Till Date)

- Create PR in SAP with correct specifications and quantities.
- Coordinate with departments to identify material/service needs.
- Monitor PO status.
- Preparation of GRN (Goods Receipt Note) & Service PO by using in SAP System.
- Maintain accurate inventory of engineering materials and tools.
- Coordinate with vendors for timely delivery.
- Conduct physical verification of inward material as per Invoice, DC, and GRN.
- Verify condition of incoming material (Damage, Rusty, Defects).
- Perform material movement (MB1A, MB1B, MIGO).
- Issue materials to production using FIFO & LIFO.
- Inventory Management (FIFO & LIFO).
- Handle dispatch of spare parts and prepare documentation.
- Material issue to production as per BOM as well as proper authorized material request slip.
- Process service invoices by matching them with GRN and purchase orders for accuracy.

 **Baramati Agro Ltd, Head Office [Junior Officer – SAP Operator]** (July 2023 – June 2025)

F&V Department

- Create PR and PO in SAP for procurement.
- Create production orders for FG and SFG. Maintain accurate date in SAP for FG,RM,SFG Product.
- Create BOM in using by SAP. Maintain SAP data for BOM and production. routing, material requirements, and production versions.
- Create SO and process sales invoices.
- Coordinate with inventory & procurement teams to ensure the availability of material.
- Maintain RAW material MIS daily.
- Perform stock movement (MB1A, MB1B, MIGO).
- Maintain minimum stock levels.

 **Piaggio Vehicles Pvt Ltd, Baramati [Store Keeper]** (Feb 2022 – June 2023)

- Ensure timely material availability.
 - Conduct physical verification and documentation.
 - Prepare GRN & GDN in SAP.
 - Issue materials using BOM and approved slips.
 - Conduct physical verification of inward material.
 - Follow FIFO & LIFO to avoid production delays.
 - Handle dispatch of spare parts to dealers.
 - Coordinate with vendors for timely delivery.
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Educational Qualification

- B.Sc (Statistics) – Shivaji University (2021)
 - H.S.C – Kolhapur Board (2018)
 - S.S.C – Kolhapur Board (2016)
 - MS-CIT – MKCL (2016)
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Personal Details

- Date of Birth: 26/05/2000
- Marital Status: Unmarried
- Nationality: Indian
- Languages: English, Hindi, Marathi
- Gender: Male
- Address: At. Takalwade, Post Nimbalak, Tal. Phaltan, Dist. Satara 415523