

Resume

Pravin Shinde

pravinshinde797@gmail.com

8788705237



CAREER OBJECTIVE

Looking for a challenging role so that I can use my skills and capabilities through sincere dedication and hard work for successful career.

PERSONAL DETAILS

Father's Name	Ramesh Shinde
Address	Samrudhi Palace, Opposite Vishwraj Hospital, Pune-Solapur Road, Flat No.301,C-Wing,Loni Station, Pune, 412201.
Date Of Birth	21/08/1994
Gender	Male
Marital Status	Married
Nationality	Indian
Language	Marathi, Hindi, English Etc.

EXPERIENCE

13/06/2016 - 15/02/2020

Organization - 1)Smidnya Technology Pvt Ltd, Kavdipat, Pune

Designation - Store and Logistics Executive

Responsibility - Material inward & outward, Maintain Stock & it's Record, Making Purchase order & send to suppliers vendor, Material Receive & Making GRN, Stacking Material in particular location, As per BOM material issued to production Department, As per sales order product picking, packing, Invoicing, Ewaybill, Dispatch, Logistics & Transport management, Dispatched Consignment Tracking etc.

22/05/2021 - 20/08/2024

Organization - 2)Infinity Switch Technology Pvt Ltd, Wadaki, Pune

Designation - Store and Logistics Incharge

Responsibility - Material Inward& outward, Making GRN of received material, Material Stacked in assigned Location in store, Maintain Stock & MSL Report, Maintain FIFO ,As per SO material Picking, Packing, Making Delivery Challan, Material Dispatch, Logistics & Transport Management, Maintain 5s System in Store, Maintain Sales Return material record etc.

22/08/2024 - Till Today

Organization - 3) Tea Post Ltd, Hinjewadi, Pune

Designation - Assistant Supply Chain Manager

Responsibility - Plan and manage the daily dispatches of Goods.

Coordinate transportation, track shipments & Ensure on time delivery of goods.

Working closely with Purchase, Sales, Finance & IT department to ensure seamless operation & aligned goals.

Monitor the packaging process from start to finish to ensure efficiency and accuracy.

Monitor stock levels of packaging materials and coordinate with the procurement department to ensure that supplies are available when needed.

Coordinates with Supervisor, warehouse staff to check inventory levels and ensure accurate physical and system inventory.

Ensure safe storage, proper labeling, and handling of materials as per quality standards. Monitor material movement, prepare stock statements, and reconcile with accounts.

Handle inward and outward material documentation such as GRN, Issue Slips, Delivery Challans, etc. Ensure compliance with safety, security, and audit requirements of the store.

Responsible for overseeing the packaging team, including training new employees and evaluating performance.

Prepare and analyze daily, weekly, and monthly reports on dispatch and logistics performance for management review.

Prepare Daily Basis Mis Report & Report to Manager.

Maintain 5s system in Warehouse.

EDUCATION

Degree/Course	Institute Name	University	Percentage	Year Of Passing
SSC	New English School, Pare	Kolhapur	80.36%	2010
HSC Sci. (PCMB)	Balwant College, Vita	Kolhapur	64.36%	2012
BA in Political Science	HP College, Vita	Kolhapur	60%	2015

SKILLS

Sap(MM) , Erp System, Tally ERP, Zoho Inventory, Zoho CRM, Zoho books, Ms Excel, Word, PowerPoint Etc.

AREA OF INTEREST

Logistics & Warehousing

DECLARATION

I hereby declare that all the details furnished here are true to best of my knowledge and belief.



DATE - 30/12/2025

SIGNATURE