

RESUME

NAME : **SHAIENDRA CHHATRIYA**
FATHER'S NAME : Shri. Prembahadur Chhatriya
DATE OF BIRTH : 27/ 08/ 1986
AGE : 38 year
GENDER : Male
MARTIAL STATUS : Married
NATIONALITY : Indian
CAST : Kshatriya
LANGUAGE KNOWN : English, Hindi, Marathi
PERMANENT ADDRESS : Swami Vivekanad Nagar, Kanhan
Tah- Parsioni, Dist- Nagpur (MS)
Pincode - 441401
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EDUCATIONAL QUALIFICATION:

Sr. No.	Exam	Year of Passing	Board / University	Percentage
1	S.S.C.	March 2003	Nagpur Divisional Board	75.33 %
2	H.S.S.C. (Comm.)	February 2005	Nagpur Divisional Board	73.50 %
3	B.A.	Summer 2008	Nagpur University	54.30 %

COMPUTER KNOWLEDGE : **MS OFFICE**

TYPING : 30 W.P.M.

TECHNICAL/ ITI : **CERTIFICATE COURSE IN CNC MACHINE OPERATING AND PROGRAMING AT PROGRESSIVE TECHNICAL INSTITUTE,NAGPUR.**

WORKING EXPERIENCE :

1)Currently working at Innova pharmactive P.ltd Nagpur As a **STORE EXECUTIVE** from NOV-2024.

2) 3 month work experience at baramati agro ltd, Nagpur As a **STORE OFFICER (SAP working).**

3) 10 year working experience as SUGUNA FOODS P.LTD As a Senior supervisor in feed mill operation .(ERP working)

PRODUCTION

- : planning and implementing production schedule on floor to achieve targets.**
- :preparing and maintaining production report.**
- :making production entry in system daily basis as per production output.**
- :Team handling with staff and workers,motivate and guidance to new staff.**
- :Implementing standard operating process to maintain quality and sop standard.**
- : Co-ordinate with other department to full fill production target.**
- :RM and medicine unloading work**

DISPATCH

- :dispatch planning as per requirement.**
- :route wise vehicle arrangement with proper fright approval.**
- :co-ordination with transport and driver for within timeline delivery.**
- : making online dispatch entry,and generate vehicle delivery chalan .**
- :co-ordination with vendors and branches to identify urgent requirement.**
- :FG vehicle loading.**
- :Following FIFO**
- :RM and FG vehicle weighment work on 40mt company weighbridge.**

INVENTORY

- :preplanning to arrange all Rm and other necessary material for production.**
- :making purchase requestion in system and raise requirement to SCM dept.**
- :In follow up with purchase team for material arrival with in timeline.**
- :Daily basis RM,medicine and FG stock taking and maintain records.**
- :Co-ordinate with nutrition dept for production formulation as if any changes needed to improve quality.**

4)Two year work experience at KNORR-BREMSE Air Break System Co. Pune as trainee associate in manufacturing department.

DECLARATION: I here by declare that all above information given is true to the best of my knowledge.

Thanking you,

Yours faithfully,

Place: Kanhan

Date:

(Shailendra P. Chhatriya)