

Nitin R.Bhagwat

Samarth Nagar, Gunawadi Road, Baramati,
Tal – Baramati, Dist – Pune (Mh),
Pin – 413102.

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Career Objective

Career Objective: I believe in hard work with complete dedication on the job assigned to me. Enjoy Challenging Assignment & looking forward to have an opportunity to prove myself.

Key Skills:

- Functional expertise in managing the **plant process dispatch** with key focus on bottom line profitability by ensuring **optimal utilization of resources**; assessing the performance and processing gaps using modern **technologies**. Skilled in **supervising dispatch** with respect to cost, resource deployment, inventory and time over-runs.
 - Worked towards the attainment of the **dispatch targets** and worked to maintain **Satisfied the customer demands** through **process dispatch**.
 - **Smooth manpower handling** of around strength of max. **600 Workers along with staff** to attain & ensure the **timely delivery** of product to customer.
 - Knowledge of operations & programming of Tally 7.2. MTS,
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Work Experience:

1) Total 08 years in Production planning control & dispatch.

(March 2010 to 15 Aug 2018)

1. ISMT LTD, JEJURI.

STEEL DIVISION. (Jejuri)

Position: **Dispatch Supervisor .**

Preparing invoice cum delivery challan.

Preparing returnable delivery challan.

Preparing goods receive note.

Preparing customer rejection note .

Preparing of daily dispatch report, daily job in report, job out report.

Authorized to hold dispatch if loading is not as per plan.

Preparing .daily stock register.

Role & Responsibilities:

- Responsible for To enclose necessary documents along with the invoice e.g. Way bill, L.R , Test Certificate etc.
- To ensure that no small quantity of material should be left during dispatch.
- To take acknowledgment from truck driver while giving all documents.
- To ensure truck goes out of the premises with all documents and in the time

- To prepare invoice for dispatch.
- Authorized to hold dispatch if Loading is not as per daily dispatch plan.
- Authorized to ask for reweighment of truck if any doubt raised.
- In case of customer rejection GRN will be prepared and record will be maintained
- Responsible for achieving target output per shift as per plan.

2. Shri sai agro equipments pvt Ltd.

(19-7-2019 Sep 2021)

Position: **As a Branch Manager.**

Role & Responsibilities:

- Maintain all accounting documents which is used by the firm e.g.
Bank Transactions, cash book, daily register, purchase & sale Register.
To maintain relation between company & Dealers. take purchase orders from dealers,
solve dealers & customers problem.

3. Jyotichand Bhiachand Saraf & Sons Pvt Ltd.

(Oct 2021 to till date)

Position As a Cashier.

Role & Responsibilities.

To prepare Tax invoice, URD Invoice, SRG/GRG Invoice, do Customers RTGS/NEFT
For Purchased Gold/ Silver. Confirmed cash & upi transactions, collect daily cash & deposits
in to Bank in day to day.

Educational Details :

March 2006.	M.com. (Advance A/c. & Taxation).	Pune.	50.00%
March 2004.	B.com. (Marketing & Advertisement).	Pune.	67.00%
March 2001.	H.S.C. (Commerce).	Pune.	75.17%
March 1998.	S.S.C.	Pune.	42.18%
May 2007.	G.D.C & A.	Pune.	51.0%

COMPUTER PROFICIENCY

Accounting System. : Tally 7.2. MTS.
Operating System. : M.S.DOS, Win 98/NT/2000/XP/windows 7

TRAINING PROGRAMME

I have Attended 2 days Programme of Business Development Seminar, Sponsored by M.C.E.D
Subject : Entrepreneurship Development.

NATIONAL SOFTBALL COMPETITION

I have played all India inter university Softball Competition at Chandigarh. In pune university Team.

I have played District level Softball Competition and Athletics Competition. In pune District Team.

PROJECT DETAILS

Project Title: Accounting procedures Adopted by Tours & Travels.
Organization: Gujar Tours & Travels.
Cinema Road Baramati,
Dist- Pune.413102

Personal Details

Name : Nitin Ramchandra Bhagwat.
Date of Birth : 2nd June 1982.
Sex : Male
Nationality : Indian
Marital Status : Married
Languages Known : English, Hindi & Marathi.
Permanent Address : Samarth Nagar Gunawadi Road ,
Tal- Barmaid, Dist-Pune (Mh)
Pin Code –413102.

Declaration:

I hereby declare that the above information furnished is true to the best of my knowledge and belief.

DATE:

PLACE:

Nitin R.Bhagwat