

Mr. DABHADE AVINASH HANAMANTRAO
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Career objective:

To pursue a challenging career where I can use my experience and academic knowledge for personnel and organization development.

Working Profile:

- **Export, Excise, Store, Dispatch.**

Responsibilities Held: -

Export: -

- Making Dispatch Schedule as per customer requirement as well as Vessels Schedule.
- Release Dispatch/Shipment plan internally to PPC, Production, and Quality Purchase Etc.
- Follow up with PPC/Production for Finished goods for dispatch.
- Planning dispatch as per schedule received.
- Responsible for packing of finished goods as per packing plan.
- Co-ordinate with CHA for custom clearance.
- Co-ordinate with forwarder for negotiation in FCL & LCL Shipment.
- Booking online curriers, Sample Shipments on Concern Currier agencies Portal like DHL, Blue Dart, and DTDC etc.
- Working in Factory Stuffing Process with Excise Officer.
- By new implementation RFID E-sealing for container.
- Responsible to perform all activities related to Pre shipment documentations like preparation of Invoice, Packing list, Marine Insurance, Fumigation Etc.
- Responsible for approving checklist and follow up with CHA for shipping bill noting and further communication till clearance of containers and Bill of Lading release.
- Inform customer with dispatch details about ETD and ETA.
- 100% compliance of dispatch schedule. Vehicle arrangement.
- Maintain statutory compliance related to Export, Excise, And Custom.
- Responsible for Finish Goods Area, Dispatch Activities, Packaging, Transportation.
- Finished Goods Received as per Batches with PDI report.
- Maintain FIFO system in FG area and dispatched as per FIFO.
- Maintain DSA Register (Daily Stock Account) And PLA (Personal Ledger Account)
- Knowledge about Incoterms, Knowledge about Container Capacity (CBM).
- Making Bank Lodges against Subject Shipment for submission LC lodgments in Bank.
- Follow up for BRC generation, taken BRC from ice gate Portal.
- Responsible for Loading and Unloading process.
- Making E-Way Bill for Goods Vehicle.
- Knowledge of supply with ARE-3 against CT-3 to Export oriented Unit.
- Making Certificate of Origin, GSP, GSTP Etc.

DGFT:

- Sound knowledge of “Export MEIS” (Currently RODTEP) Scheme.
- Sound knowledge of “EPCG” Scheme application.
- Sound knowledge of “EPCG” file redemption and closure
- Sound knowledge of “Advanced License” Scheme
- Maintaining all registers like Daily Receipts & Issues Register, Finished goods register.

Import:

- Co-coordinating with supplier for documents.
- Sending requires documents to supplier Like Purchase Order etc. and follow-up for documents Like Performa Invoice, Invoice, Packing List, ETD and ETA, Production etc.
- Deciding right forwarder (courier/air/sea) considering INCOTERM agreed with supplier.
- Sound knowledge of HSN Code fixing.
- Knowledge of relevant rules, laws, schemes of excise, custom, DGFT.
- Preparing all Import Documents required for custom clearance and providing write up, declaration, GATT (General Agreement on Tariffs and Trade), advanced declaration, tracking to ensure on time delivery.
- Checklist approval. Draft BL/AWB Confirmation.
- Co-ordinate with the finance department and arrange for online duty payment.
- Follow up with CHA for on time customs clearance and delivery.
- Visiting Customs / Excise / DGFT if required to solve the query and release the shipment.
- Knowledge of BRC.
- Verify/approve the service provider invoice and send it to finance for payment on time.

Store:

- Prepare goods received note on time (GRN).
- Prepare goods issue note on time (GIN).
- GRN Handover to account department on daily basis.
- Checked incoming goods to verify that received items matched what was ordered. (Physical Vs Actual)
- Awareness about FIFO method & ABC analysis
- Knowledge about Minimum & Maximum Level.
- Checked the quality of all received goods.
- Bin Card Maintain for Sensitive Parts for
- Knowledge about Inward Import Material by Process. (Checking Bill of Entry, Invoice, Product type and Name, Container Seal etc.)
- Ensured that all deliveries were stored according to storage instructions.
- Maintained an updated database of all inventory levels.
- Sound Knowledge about Safety Stock Level, FIFO & LIFO.
- Material issue register& daily stock register.
- Maintaining monthly stock, Reordering, Coordinate stock transfers and returns
- Inventory analysis on daily basis, Tracking transporters Acknowledgement.
- Co-ordinate with transporter for arranging vehicles & dispatch.
- Reconciliation with vender.
- Invoicing, making delivery Note for job work process.
- Extensive experience with all aspects of store management
- Strong understanding of storage and inventory management techniques
- Ability to work varying schedules.
- Ensured that all materials and products were properly entered into database.
- Tracked the arrival of recently ordered materials.

- Ensured that all quality control procedures were followed.
- Coordinated efforts with all members of the store team.
- Maintained updated inventory records and placed new orders as necessary.
- Ensured that all delivered materials went to the right departments.
- Monitor and maintain store security, Maintain 5 S for audit.
- Ensure compliance with store policies and procedures.
- Maintain store standards and visual merchandising guidelines.

Special Achievement:

Successfully claimed rebate claim Rs. 5 Crore in last 3 years

Awarded with Best Employee of the Year in year 2016-17 for good job in MEIS & EPCG Scheme in Export.

Organizations:

1. Current Company: - Venkatesh Agro Processing Company

Post : - Assistant Manager Store & Dispatch.

Period : - From 13 March. 2025 to Till Date

2. Current Company: - Unique UHPC Infra LLP

Post : - Assistant Manager Store & Dispatch.

Period : - From 1st Oct. 2021 to 04/03/2025

3. Previous Company: - Finolex Cables Limited

Post : - Sr. Officer Export Documentation.

Period : - From 04th Nov. 2019 to 31st August. 2021

4. Previous Company: - PRECI FORGE & GEARS LTD.

(DIVN. OF PATODIA FORGINS & GEARS LTD.).

Post : - Sr. Officer Export & Stores.

Period : - From 20th Dec.-2017 to 30th OCT. 2019

5. Previous Company: - Electrica Engineers (INDIA) PVT. LTD.

Post : - Sr. Executives Export & Excise

Period : - From 13 May -2013 to 30th Nov. 2017.

6. Previous Company: - S.A. Bhoite Govt. Transport Contractor

Post : - Accountant Store Manager.

Period : - From Dec. 2005 – April. 2013.

Educational Qualifications:

- **B.A(Geography) from Kolhapur University with 63.88% in 1999-2000.**
- **H.Sc.(Science) from Kolhapur University with 42.00% in 1996-1997.**
- **G.D.C.&A. (Gov.Diploma in Co-Operative Accountancy).**
- **CERTIFICATE COURSE IN CENTRAL EXCISE (MCCIA)**

Software's known:

- TCSion,
- MS-CIT,
- C++.,
- Tally 7.2.
- Working in SAP

Personal Details:

- **Permanent Address** : Ramdrushti, Near Mukabadhir School, Upalave Road
Thakuri, Phaltan, Tal. -Phaltan, Dist.- Satara.
- **Present Address** : Ramnagar, Chakrapani Vasahat Road,
Plot No A-4, Near Ram Mandir, Bhosari, Pune
- **Date of Birth** : 12th Jan 1979.
- **Gender** : Male.
- **Status** : Married.
- **Languages known** : Marathi, Hindi and English.
- **Hobbies** : Reading, Listening to Music, Travelling, Playing & watching Cricket.

Strengths:

Proficient in expressing technical ideas clearly & concisely. Excellent grasping power, learn and accept new techniques without hesitation.

I hereby declared that the above written particulars are best of my knowledge & belief.

Date:

Place: Pune

(Avinash Hanamantrao Dabhade)