

AKSHAY KARDALE

WAREHOUSE OFFICER

OBJECTIVE

Dynamic professional with experience at Serum Institute of India, skilled in SAP MM and inventory management. Adaptable and diligent, I excel in cross-functional collaboration, ensuring compliance and product integrity while maintaining a positive work ethic.

EXPERIENCE

Serum Institute of India Private Limited, Pune **Assistant Officer**

Dec 2023 - present

- Co-ordinated with cross-functional teams to ensure compliance with safety standards.
- Dispensing of raw materials, Printed packaging materials and Consumable materials
- Assisted in inventory management and tracking of raw materials.
- Developed and implemented standard operating procedures for efficiency.
- Collaborated with quality assurance teams to maintain product integrity.

Syngene International Limited, Bangalore **Junior Executive**

Feb 2022 – Dec 2023

- Conducted thorough checks of materials to ensure compliance with storage conditions and compatibility.
- Dispensed raw and packing materials following manufacturing plans, adhering to FEFO and FIFO systems.
- Managed solvent dispensing processes according to batch requirements, utilizing automated systems for efficiency.

CONTACT

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Pune, Hadapsar,
Maharashtra India.

ABOUT ME

Well versed in GMP compliance, SOP implementation and quality standards.

EDUCATION

Bachelor Of Science Microbiology

Tuljaram Chaturchand College,
Baramati
Savitribai Phule Pune University

SKILLS

- ✚ SAP MM module
- ✚ Solvent dispensing automation
- ✚ Delta V factory view
- ✚ Learning management system
- ✚ Self-confidence
- ✚ Positive attitude
- ✚ Physical fitness
- ✚ Mental fitness
- ✚ Adaptability to change
- ✚ Broad learning capacity
- ✚ Presence of mind
- ✚ Work ethic and diligence
- ✚ Sincerity and honesty in work
- ✚ Material handling

- Oversaw unloading of solvent tankers and transferred solvents to production as needed.
- Prepared and updated material inventory records and conducted physical stock verifications.
- Executed GRN preparation and parking in SAP for invoice processing and bill booking.
- Monitored daily temperatures of storage areas, cold rooms, and ultra-low deep freezers.

Enzene Bioscience Limited, Pune

Apprentice

Feb 2021 – Feb 2022

- Monitored daily temperatures of storage areas, cold rooms, and ultra-low deep freezers.
- Collaborated with the QC department for sampling and release of materials.
- Maintain day to day records of weighing balance calibration, verification, equipment cleaning, area cleaning and sanitization.
- Close monitoring of nearing retesting and expiry materials and co-ordinate with department head.
- Follow up with QC for release of Raw and Packing materials as per manufacturing plans.
- Daily temperature monitoring of PM store, RM store, Cold rooms, Freezers and Ultra Low Deep Freezers.
- Receipt of raw and packing materials.
- Daily review of retest materials, expired materials from SAP System.
- Reconciliation raw and packing materials at the end of consignment.
- Receipt of materials against MRN.
- Co-ordination with QC dept. for sampling of raw & packing materials.
- Work planning for day-to-day basis.

Personal Information

- **Father's Name:** Dadaso Pandurang Kardale
- **Date of Birth:** 07/30/1998
- **Marital Status:** Married
- **Languages:** English, Marathi (Native), Hindi

Disclaimer: I hereby declare that the above information is true to the best of my knowledge.

Thanking You,
Akshay Kardale