

## **CURRICULUM VITAE**

**Mr. GAIKWAD VIKRANT APPASAHEB**

Executive ( Store )

Mobile: - +91 9762419733

Email id: gaikwad.vikrant273@gmail.com

### **Summary of Experience:**

**Executive at Bridgestone India Private Limited from April 2023 till Date.**

**Executive at S.R. Engineering From Aug 2020 to April 2022.**

**Executive at Varroc Lighting Systems From July-2016 to July 2018.**

### **Work Experience:**

Presently working as an **Executive Store.**

- No Production Loss -Material Issuance as per Production Requirements.
- Manpower arrangement as per shift schedule dealing with contract & permanent employees.
- Allocation Operators as per their knowledge & skill level keeping around the employees at workplace.
- Issuing materials and products to internal customers based on their requirements.
- Posting Material against reservation as per customer requirement.
- Involved in daily planning for procurement & Safety stock maintaining.
- Maintaining Minimum and Maximum level of Raw material.
- Storage of store as per defined Location & No Safety Incident in Store-Target Zero.
- No Safety Incident in Store-Target Zero & Preparing GRN, using ERP tool (SAP).
- Daily Dispatch as per Inter unit requirement send to plant.
- To Maintain stock Accuracy, Maintain FIFO, Self-life monitoring.
- Coordinating with purchasing departments to ensure timely delivery and availability of materials.
- Prepared Returnable / Non-Returnable Gate Passes and maintained the Manual Register.
- Weekly report & Data analysis & Department Budget Monitoring.
- Maintain all documentation for smoothly inward parts.
- Monitoring 5'S & discipline at the shop floor for an accident free & safe work culture.

**S.R. Engineering, Chikhali, PUNE (Aug-2020 to April- 2022)**

**Work responsibility:**

- Responsible for indirect purchase
- Daily MIS report & Data analysis & Department Budget Monitoring
- Inventory Control, Handling audit & Store audit, Physical inventory of store
- Store operations planning – material handling, proper storage
- Create and maintain all documentation for smoothly dispatch parts
- Material management & Receive incoming material with physical verification
- Weekly Scheduling meeting / review & Coordinate with various departments
- Maintain all kind of documents / related to customers / suppliers.
- Perform additional duties as an when required by the management

**Varroc Lighting Systems, Hinjewadi, Ph. II (July-2016 to July 2018)**

**Work responsibility:**

- Prepare GRN and challan & Create purchase requisition
- Planned orders (production order / sales orders)
- Process all order as per target date & Daily reporting & MIS
- Data entry on SAP & MS office
- Storage of store as per defined Location & No Safety Incident in Store-Target Zero
- No Safety Incident in Store-Target Zero & Preparing GRN, using ERP tool (SAP)
- Daily Dispatch as per Inter unit requirement send to plant
- Leadership and Supervision: Team leadership, staff training, performance management, delegation
- Coordinating with purchasing departments to ensure timely delivery and availability of materials.
- Prepared Returnable / Non-Returnable Gate Passes and maintained the Manual Register
- Weekly report & Data analysis & Department Budget Monitoring
- Maintain all documentation for smoothly inward parts
- Monitoring 5'S & discipline at the shop floor for an accident free & safe work culture

**Educational qualifications:**

- 2021 B.E Mechanical Engineering First class with Distinction from Pune University.
- 2011 Diploma in Mechanical Engineering with second class from M.S.B.T.E , Mumbai.
- 2007 12th Science from H.S.C Board, Pune.
- 2005 10th from S.S.C Board, Pune.

Date:

Signature  
(GAIKWAD VIKRANT A)