

RESUME

Priyanka N. Vitkar

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Address:- A/p- Pondhawadi, Tal-Indapur, Dist- Pune-413130.

CAREER OBJECTIVE:

To use the knowledge and experience gained to the best of my ability. To take every opportunity as a challenge. To secure a challenging position where I can effectively my skill as communication ,Administration, Computer handling skill.

CURRENT STATUS:

❖ **PANTHERA GRAPHITE TECHNOLOGIES PVT.LTD.KURKUMBH MIDC, PUNE-413802**

- Designation: Store Executive.
- Department: Store Department

06 FEB 2024 to TILL date .

KEY RESPONSIBILITY OF STORE AREAS:

- Working in Tally software.
- Follow- up with transporter and couriers.
- Maintain warehouse Minimum and maximum stock level.
- Receive of Incoming Material
- Discussion of shortage material with purchases .
- Issue Material from store to Production as per Requisition Slip.
- Ensure the FIFO all item.
- Do the Incoming Material GRN in Tally.
- Maintain the 5S on daily basis.
- Planning for physical inventory on each month.
- Check the Raw material stock physical Weekly and monthly basis.
- Keep the all Material in Store Area proper location wise and identity Tag.
- Maintaine the petty cash register.

JOB PROFILE

➤ MINDA CORPORATION LIMITED (WIRING HARNESS DIVISION) PUNE – 2

- Designation: Store Assistant_
- Department: Store Department

06 SEP 2023 to 31 JAN 2024 date .

KEY RESPONSIBILITY OF STORE AREAS:

- Working in SAP system.
- Maintain record of issuing and receiving
- Issue of material as per the issue qty.
- FIFO /LIFO systems
- Materials handling
- Material shifting as per location in store, material issuing
- Track material shortage and provide immediate resolution

JOB PROFILE

➤ MOTHERSON WIRING HARNESS OF INDIA LIMITED HINJEWADI , PHASE-1

- Designation: Store Assistant
- Department: Store Department

15 Feb 2020 To 30 Feb 2022

KEY RESPONSIBILITY OF STORE AREAS:

- GRN Punch in Oracle software
- Monitoring and controlling of daily production actives
- GRN related queries sort out.
- Material inward & outward process, Email Outlook.
- Customer call support.
- Materials handling, back-office support.
- Manage 10 members Team Work in store department
- Strong leadership capabilities.
- Maintain clear and organized records to ensure all reports and invoice are field and stored properly
- Arrange parts in respective location.
- Documentation filling and maintaining record.

KEY STRENGTH:

- Good Communication & Confidence.
- Good leadership skill.
- Commitment to work, time and quality.
- I have good confidence to complete work in any situation

COMPUTER PROFICENCY:-

- ❖ Working knowledge of Microsoft excel ,MS-Office and Internet operation .
- ❖ Programming language:- Programming in C,C++,Java ,Advance java, Visual basic and PL/SQL.
- ❖ Complete to Course on Computer Concepts (“CCC”) in year 2013 with ‘ A ‘ grade.

EDUCATION :-

PASSOUT IN 2017 :- DIPLOMA IN COMPUTER ENGINEERING
Percentage of Marks:- 66.85%

PERSONAL DETAILS:-

Date of Birth :- 19 Jan 1996
Gender : - Female
Marital status :- Married
Nationality :- Indian
Language Known :- Marathi, Hindi ,English etc.

DEACLARATION :-

I hereby declare that the information given is true to the best of my knowledge & belief

Place:- Pune.

Signature
(Priyanka Vitkar)

Date: