

PADMAKAR RAJENDRA JAGTAP

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Career Objective

To leverage my experience in sales, logistics, and operations to support business growth, enhance customer relationships, and contribute to consistent organizational performance.

Software Skills

- SAP HANA database
 - SAP ERP (SD & MM Modules)
 - Oracle WMS
 - E-Way Bill Portal
 - MS Office (Word, Excel, PowerPoint, Outlook)
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Professional Experience

 **Baramati Agro Ltd, Baramati Head Office** (June 2024 – Present)

Officer Agri Trading S & M

- Develop and implement sugar sales strategies to meet monthly and annual targets.
- Build and manage relationships with key retail clients including Reliance, Walmart, Flipkart, D-Mart, Big Basket, and Adani.
- Conduct market analysis to identify sales opportunities and monitor competitor activity.
- Plan and execute retail sugar packaging (1kg, 2kg, 5kg) as per client branding.
- Oversee order processing, delivery coordination, and customer payment follow-ups.
- Prepare MIS reports and dashboards for sales performance.

 **Mahindra Logistics Ltd, Phaltan** (Sep 2023 – June 2024)

Executive – Operations & Manufacturing

- Supervised daily production operations to meet set KPIs.
- Coordinated cross-functional teams for process efficiency.
- Prepared MIS reports for Dock-to-Stock, Inventory, EDO, DPMO, and Safety.
- Implemented continuous improvement initiatives.
- Provided guidance and training to team members.

 **Piaggio Vehicles Pvt. Ltd., Baramati** (Nov 2021 – Sep 2023)

Logistics Assistant

- Coordinated dispatch-related queries with dealers and sales teams.
- Prepared MIS, BBND, and E-Way Bill reports post-dispatch.
- Created PODs, invoices, Forms F & 22 in SAP.
- Generated and extended E-Way Bills as per government norms.
- Linked EV battery and chassis numbers using Oracle.

 **Padmavati Milk & Milk Products, Bhigwan** (Sep 2020 – Nov 2021)

Computer Operator

- Managed supplier and farmer payments with accuracy.
 - Maintained daily milk production records.
 - Generated operational and financial dairy reports.
 - Reconciled payment statements and resolved discrepancies.
 - Trained staff on dairy software.
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Other Skills

- Proficient in managing computer network systems
 - Strong knowledge of bookkeeping and inventory management
 - Familiar with MRP (Material Requirement Planning) and SAP systems
 - Experienced in warehouse operations and stockroom best practices (FIFO & LIFO systems)
 - Analytical mindset with strong mathematical and problem-solving abilities
 - Detail-oriented with excellent time management and organizational skills
 - Competent in data entry, analysis, and management
 - Skilled in manpower handling and team coordination
 - Proficient in operating common office equipment
 - Excellent written and verbal communication skills
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Educational Qualification

- MBA (Marketing), Pune University (2020–2021)
 - BBA (Finance), Pune University (2017–2019)
 - H.S.C (Science), Pune Board (2015)
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Personal Details

- Name: Padmakar Rajendra Jagtap
- Address: A/P Dalaj No.2, Tal-Indapur, Dist-Pune, 413132
- Date of Birth: 02 February 1997
- Languages: English, Hindi, Marathi