



MENINATH EKNATH JADHAV

Jalgaon Supe, Baramati, Dist.: Pune-413102

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SUMMARY:

Professional experienced in SAP Operations, Documentation, Formats Creations, MIS Reporting, and Business Coordination. Social media management, including content creation for posts, posters, and reels. Reporting through advanced skills in MS Excel and PowerPoint. Self-learning Attitude and curiosity towards data.

SKILLS:

- * Social media marketing-GMB Creations, Created and posted images, posters, and slides on social media Accounts.
- Content creation
- Data analysis
- Report generation
- MS-EXCEL
- MS-OFFICE
- Training and development
- Cross-functional communication

EXPERIENCE:

Assistant Manager-SAP Documentation, Ulink Agritech Pvt. Ltd. (Agrostar) (INI Farms)

Nov 2016 - Feb 2025

- Pack House Report Generation & Documentation.
- Verification of Production Batch sheet with Report
- Pack House Report Data Accuracy verification daily.
- SAP Transactions and Implementations.
- SAP Transaction Fruit GRN, Production, Quality, Stock Transfer, Export and Domestic Delivery.
- Implemented inventory control measures to ensure product availability and quality.
- Data Analysis & MIS Report Presentation.
- Provided guidance and support to junior staff members on daily tasks regarding Data SOP.
- Daily, Weekly, fortnightly and Monthly analysis.
- Inter-department Co-ordination, feedback & Follow-up.

Data Management Coordinator, Heritage Foods Ltd. Hyderabad

Location: Sangvi Plant

Jun 2015 - Nov 2016

- Collected, updated, and transmitted production and procurement data to SAP-PP and MM Module accurately and generated reports based on business requirements.
- Coordinated and followed up with internal and external customers across cross-functional teams (Milk Procurement, Production-Packing, Sales & Market Dispatch) to ensure timely data collection.
- Maintained daily checklists and updated data in ERP systems.
- Reconciliation of stock, dispatches and transmitting data into the ERP.
- Developed diverse reports and MIS using MS-Excel, graphs, and PPTs to meet business needs for submission to unit in-charge.
- To Monitor & Support IT Assistant regarding Data Recording in SAP.
- Coordinated data entry and management for inventory tracking and reporting.
- Implemented quality control measures to verify data accuracy and maintain consistency.
- Trained staff on data management protocols and best practices.

Data Asst. & Accounts Entry, IndiaGen (Livestock Productivity Service Division of INDIAN IMMUNOLOGICALS LTD.-Hyderabad)

Location : Baramati

Jan 2006 - May 2012

- To Monitor & Support Data Entry Operators regarding AIMS (Artificial Insemination Monitoring System).
- Created master database for village allocation to AIT.
- Generated reports from AIMS.
- Completed MS-Excel tasks, including formatting and data formulation.
- Managed financial entries to ensure accurate tracking of purchases, supplies, and expenses.
- Collected and organized livestock productivity data for analysis and reporting, enhancing data accessibility.
- Supported implementation of data management systems, streamlining workflow efficiency.
- Coordinated with teams to ensure timely collection of field data from various locations.
- Trained new staff on data entry procedures and quality control measures.

INSTRUCTOR, Jan 1996 - Jan 1999

Modern Computer Education, Baramati

- Facilitated instructional sessions on computer education topics to enhance student understanding and engagement.

EDUCATION:

- S.S.C. Pune Board, 65%
- H.S.C. Pune Board, 59%
- Diploma In Computer Education, 71%, Meagabyte Computer Education.
- MS-CIT-75%, MKCL, Vidya Pratishthan, Baramati.

LANGUAGES:

Marathi, Hindi, English

ACTIVITIES:

- **Typing:** Marathi, Hindi, English, > 50 w.p.m.
- **NCC:** College's Best Cadet, 'C' Cert. Passed with "B" Grade, Under Officer, Attended ATC & BLC Camp,
- **YOG:** Completed One Month "Yoga Shibir", 05/01/01, Kanyakumari, Vivekananda Kendra Jodhpur, Yoga Varga, Administration & Computer Work, Other Social Activities, 2002 - 2004,
- **Sports:** Karate, Black Belt,
- **Cycle Tours:** Baramati, Goa, South India (Kanyakumari), 1998-99, Total 10,000 KM & above Covered.

Other Certification: * Training Program on Climate Resilient Agriculture and Livelihood Opportunities for NGO AND FPOs Organised by **Bankers Institute of Rural Development (BIRD) Lucknow**. Nov.2025 Location: ICAR, Malegaon, Baramati.

* FPO Management Training: **Sahyadri Farms Initiative at Nashik**, January-2026.

PERSONAL INFORMATION:

- * Blood Group: 'O' +Ve
 - * Date of Birth: 12/09/1976
 - * Gener: Male
 - * Marital Status: Married.
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