

MAYURESH SACHIN KOLTE

Store Supervisor | Finished Goods (FG) Store | Inventory & Dispatch Operations

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A/p-Nazere Supe, Tal-Purandar, Dist-Pune, Maharashtra - 412303

CAREER OBJECTIVE

To build a career in Store, Finished Goods (FG), Inventory and Dispatch Operations where I can use my practical experience in stock control, order-wise dispatch planning, documentation, FIFO/FEFO, and coordination with production, purchase, sales and transport teams to support accurate and timely operations.

EDUCATIONAL QUALIFICATION

Qualification	Institute / Board	Year	Result
Class X	Vidya Mahamandal Prashala, Kotake / Maharashtra State Board	2019	79.80%
Class XII	Jijamata Highschool, Jejuri / Maharashtra State Board	2021	48.75%
MS-CIT	Maharashtra State Board	2020	A Grade
B.A. (II Year)	Currently studying	-	-

PROFESSIONAL EXPERIENCE

Foodable Global Pvt. Ltd., Wadki — Store Supervisor | 14 March 2025 – Present

- Manage Finished Goods (FG) store operations including stock availability, storage, inward/outward movement and daily inventory control.
- Monitor product/SKU-wise and order-wise FG stock and maintain accurate opening, closing and available stock information.
- Prepare DC-wise and order-wise dispatch plans based on stock availability, pending orders and production readiness.
- Coordinate with production, sales/order, dispatch and transport teams to ensure timely availability and dispatch of finished goods.
- Track purchase orders (POs), order quantities, pending quantities, dispatch status and expected dispatch dates.
- Plan dispatches for multiple distribution centres (DCs) and coordinate material allocation according to order requirements.
- Check FG quantity, batch details, quality and expiry before dispatch and follow FIFO/FEFO practices.
- Maintain dispatch-related records and ensure required billing/dispatch documents are available before vehicle loading.
- Coordinate vehicle requirements, loading quantities and loading plans; communicate vehicle shortages or capacity issues to the transport team.
- Monitor minimum stock levels and communicate shortages/requirements to support production and dispatch planning.
- Maintain lot-wise and batch-wise order/dispatch tracking and follow up on pending quantities until order completion.
- Maintain Store Inward & Outward documents, stock registers, bin cards/stock labels and other store-related records.
- Conduct regular physical stock checks and support inventory reconciliation to reduce stock discrepancies.
- Maintain cleanliness, hygiene, systematic storage and proper identification of finished goods in the store.

D. D. Kulkarni & Sons, Baramati (Leela's Restaurant & Banquet) — Store Assistant | 1 March 2024 – 1 March 2025

- Maintained daily inventory, stock labels, store ledger, opening/closing stock and material records.
- Checked material quantity, quality and expiry after receiving; maintained records of spoilage and expiry items.
- Issued materials to departments as per requirement and maintained inward/outward documentation.
- Maintained FIFO/FEFO, GRN, bin cards and store-related registers.
- Coordinated with purchase and cost-control teams for material requirements and ordering.
- Maintained store cleanliness, hygiene and systematic stock arrangement.

CORE SKILLS

Finished Goods (FG) Store Management	Inventory & Stock Control	Order & Dispatch Planning
DC-wise / Lot-wise Dispatch Tracking	PO & Pending Order Tracking	FIFO / FEFO
Batch & Expiry Control	Store Inward / Outward	GRN & Bin Card Maintenance

Vehicle Loading Coordination	Production & Dispatch Coordination	Stock Reconciliation
Store Documentation & Registers		

PERSONAL DETAILS

Date of Birth	02 December 2004
Nationality	Indian
Gender	Male
Marital Status	Single
Languages	English, Hindi, Marathi (Read & Write)
Hobbies	Listening to music & Reading Newspaper

DECLARATION

I hereby declare that the information provided above is true, complete and correct to the best of my knowledge and belief.

Place: _____ Date: _____

Mayuresh Sachin Kolte