**Curriculum Vitae**

**Vishal Raghunath Khade**

At-Haliwali Tal-Karjat Dist Raigad

Pin Code - 410201

Mo.09224830618

Email ID - [khadevishal46@gmail.com](../AppData/Local/AppData/Local/Downloads/khadevishal46@gmail.com)

***Post-Graduation Diploma in Management (SCM) from Welingkar Institute having about total 6.5 years of experience in areas of Stores & Logistics***

Key Skills

* Highly methodical & systematic, with capabilities in driving logistics management, materials management, striking perfect coordination with all involved agencies to ensure smooth logistics & Stores operation.
* Responsible for stock taking & Store (ISO 9001:2015 & NABL in accordance with ISO/IEC 17025:2005) Audit
* In [materials management](https://en.wikipedia.org/wiki/Materials_management), ABC & HML analysis is an [inventory](https://en.wikipedia.org/wiki/Inventory) categorization technique.
* Responsible for receiving & inspecting for all incoming materials against purchase order, maintaining proper documents & records.
* Annual vendor assessment based on cost, Quality & Delivery parameters.
* Ensuring all R&D, QA, Stores & production requirements other than RM.
* Management of existing vendor relationship and new development of vendors with the objective of cost saving & scrutinizing the supplies based on the annual budget / rolling plans.
* Knowledge of Procurement, Vendor Development, Strategic Sourcing, Cost reduction, Material Management activities involving logistics, material planning, scheduling and procurement of equipments and materials from local & global sources.
* Responds to inquiries of staff & administration regarding purchasing procedure for the purpose of providing information.
* Preparation of Indents and MRS (Material Requisition Slip) in consulting with seniors.
* Reconciliation & awareness of all reports Preparation in ERP ORACLE 12.
* Worked in Oracle, ERP & WEB base supply chain software environment & familiar with MS office tools.

**Currently working with Indo Amines Ltd (Dombivali)**

**Company profile**: We strive to be best-in-class chemical manufacturing company, committed to deliver excellence in Fine Chemicals, Specialty Chemicals, Performance Chemicals, Perfumery Chemicals and Active Pharmaceuticals Ingredients. We empower our customers with great technical competency and customer service.

**Roll: Assistant Manager (Stores & logistics)**

**Duration: 27th Oct 2020 To Till**

* Planning and managing Stores, logistics, Warehouse, Transportation and Customer service Assist in overview in-plant logistics, weekly dispatches, Inventory and stock audit of Inventories including reconciliation.
* Prepare accurate reports for top management.
* Strategically plan and manage logistics, warehouse, transportation and customer services.
* Set up the stores with proper Tagging, Locators and segregate spares of chemical & Engg. Stores & Raw Material, Packing Stores.
* Punctually, issue of material to the concerned production department as per the ERP process.
* Coordination with Purchase, Production, Engineering, Excise & Account Dept
* Aware of safety & security of Materials.
* Represent Stores & logistics department during audits/external agencies visits.

**Past Experience:**

**Duration:- 6th Dec 2018 To 23rd Oct 2020**

**Role: Senior Executive (Stores &Logistics)**

* Knowledge of Oracle-R12 – Purchasing and Inventory module (Item/GRN-creation/Reports/ PR/PO & etc.)
* To receive the materials ordered by the purchase department in a proper way & maintains as per the laid down procedure.
* Making GRN for the receiving material & sent to Quality department for inspecting the material along with GRN
* To check the materials thoroughly for quality, quantity, specification condition etc. To categories the materials category wise and stock in the appropriate locations.
* Arrangement for local transportation for all material, handling all transporting documents as well.
* Developing long-term relationships with local suppliers & transporter, managing day-to-day supplier performance to ensure meeting of quality norms, cost, delivery and service.
* Issuing materials to various departments against material requisition slips duly authorized by the respective departmental heads.
* Liaise with department heads in the preparation of materials requisitions for all parts and equipment – focus on planning to minimize urgent order.
* Undertaking a proper system of inventory control, taking up physical inventory of all stores at periodical intervals and also to maintain proper records of inventory
* Perform cyclical inventory of stock and maintain the physical inventory in the warehouse.
* Providing full information about the availability of materials and goods etc., whenever so necessary by maintaining proper stores records with the help of bin cards and stores ledger.
* Maintaining tracking report for Stock, Inventory, In-transit material and deliveries against PO’s. Same sharing with PAN India warehouse team.
* Maintaining Scrap details Like Machines, Instruments, Radios, Access point, SMPS, Oil & metal parts.
* Vendor Co-Ordination / Price Negotiation (End 2 End Process)/ Arranging Sample units /Define SLA.
* Incoming rejection communication with suppliers and getting corrective action on it.
* Co-Ordination with Custom House Agent and Insurance Company, freight Forwarder & Shipping lines for custom clearance of Import shipments.

**Sequence Biotech Pvt. Ltd.**

**Duration: 14th May 2018 to 18th Nov 2018**

**Company Profile: Sequence Biotech Pvt Ltd** is a Biotechnology Product manufacturing Industry is a Research focused company having unique and worldwide management in enzyme and probiotic manufacturing and Commitment to eco-friendly alternatives to various industries like Healthcare, Food processing, Neutraceuticals, Animal feed, Agriculture, Cleaning solutions, Waste management, etc. SBPL is aiming a bio-solution to all sectors of biotechnology.

**Role: Sr. Executive Operation**

Export Documentation product recipe standardization in co-Ordination with R&D Lab, Customer Complaint handling, purchase cGMP Documentation

* Pre & post shipment Export documentation, Co-ordination with CHA & Logistics for shipment execution, DGFT formalities for obtaining FScc, MEIS Filing, Obtaining Health certificate from Animal Husbandry, Aarey Colony, Co-ordination with insurance provider and obtaining certificate.
* Co-ordination with production team and planning of shipment
* Purchase handling for raw materials and packing materials.
* Negotiates Pricing that are specific or strategic to the Business Unit
* Developing long-term relationships with local suppliers; managing day-to-day supplier performance to ensure meeting of quality norms, cost, delivery and service.
* Working in co-ordination with Custom House Agent and Insurance Company, freight Forwarder & Shipping lines for custom clearance of Import & Export shipments.

**Company Name: FEV INDIA PVT. LTD. Pune**

**Duration:** 25t**h** Mar 2015 to 15th Mar 2018

**Company Profile:** Powertrain and vehicle design and development, Development of hybrid and electric vehicles, Engine design & CAE solutions, Manufacture / assembly of test benches for customized solutions and requirements of OEM‘s

**Role: Senior Assistant (Stores & logistics)**

* Sound experience of ISO & IMS audit, Preparation of all kind of documents related to audits.
* Analysis of Fast Moving, Slow Moving and Non-Moving items.
* Preparation of goods receipt document ( GRN )in ERP System
* To receive the materials ordered by the purchase department in a proper maintains as per the laid down procedure.
* Monthly Planning/ forecasting of consumable and raw material
* Incoming rejection communication with suppliers and getting corrective action on it.
* Daily monitoring receipts, issue of Direct, Indirect & consumable spares materials.
* Ensure all stock held is within stocking policy & communicate with administration follow up of inventory controls.
* Responsible for timely procurement of materials, and cost analysis to ensure satisfaction of customer and company.
* Developing long-term relationships with local suppliers; managing day-to-day supplier performance to ensure meeting of quality norms, cost, delivery and service.
* Ensuring timely availability of Import and local material to avoid shortages.
* Raising POs for Import and local along with dispatch schedules.
* Preparing export documents (Invoice, Packing list) for pre- and post-shipment.
* Working in co-ordination with Custom House Agent and Insurance Company, freight Forwarder & Shipping lines for custom clearance of Import & Export shipments.
* Arrangement and follow-up of local vehicles and handling local dispatch.
* Cost Saving by Import under R&D provision.
* Negotiation with freight forwarders, Transporters and other agencies for Import and export activities.
* Handling Re-Export Transaction for Sale Return / Rejection / Repair / Post Exhibition etc.
* Obtaining GR Waiver & closing in timely manner.
* Maintaining & Building relationship with various Customs House Agent, Freight Forwarder, Shipping Lines, Customs, and Insurance Agents etc.

**Company Name: Kopran Pvt. Ltd. Khalapur**

**Duration: From April 2014 to Feb 2015.**

**Company Profile**: Kopran is currently an integrated Pharmaceutical Company manufacturing a large range of products. It manufactures both Active Pharmaceutical Ingredients and Finished Dosage Forms

**Role**: **Warehouse assistant**

* Route materials to the proper section or cargo space
* Store and load up materials in keeping with prescribed methods
* Note and report discrepancies and apparent damages of supplies and materials
* Demonstrated ability to clean and organize the warehouse and yard areas for efficiency

Academics

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| **Degree / Course** | **Board /University** | **Year of passing** | **Grade/Class** |
| 2 year PGDM (SCM) | Prin. L.N. Welingkar Institute of Management | 2019 | First Class |
| B.Com | Mumbai University | 2014 | Second Class |
| H.S.C. | A.J.Mandir College Karjat | 2011 | Second Class |
| S.S.C. | A.J.Mandir School Karjat | 2009 | Second class |
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Personal information

Date of Birth : 30th June 1994

Gender : Male

Marital Status : Unmarried

Nationality : Indian

Language proficiency : Hindi, English, Marathi

Skills : Good Learner, Friendly, Team Spirit, flexible

Permanent Address : At-Karjat, Dist. Raigad 410201

Contact No. : Mobile No. +919224830618

Declaration

I hereby declare that all the details furnished above are true to the best of my knowledge & belief.

Vishal Khade