## RESUME

**NILESH ANKUSH KSHIRSAGAR**

##### S. no 112 SHIV NAGAR SUTARWADI PASHAN

##### Pune – 411021

**EMAIL:** nileshkshirsagar6819@gmail.com

**MOBILE NO-**8329479130

**CAREER OBJECTIVE.**

##### I Want to work in the field of materials and logistics in seven years I aim at leading larger team and am able to run the organization as an independent profit center.

**CAREER SUMMERRY*.***

* **Total 9 years of rich experience at various levels in Warehousing & Ecommerce**

**EDUCATIONAL DETAILS.**

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| --- | --- | --- |
| **EXAM** | **NAME OF UNIVERSITY** | **YEAR OF PASSING** |
| **B.COM** | **PUNE UNIVERSITY** | **2011** |
| **H.S.C.** | **PUNE BOARD.** | **2006** |
| **S.S.C.** | **PUNE BOARD.** | **2004** |

**WORK EXPERIENCE:-**

***JOIN FLORA PVT LTD.( Interflora)***

LOCATION: PUNE (18 Sep 2018 TO Till date)

**Designation: Assistant Operations Manager**

* Handled the tasks of conducting training sessions to promotional staff on the product and service of the company handling morning Operations.
* Supervised and monitored the store to ensure high quality service to the customer
* Planned, coordinated department employees and supported departments of work to be completed daily & Managing the Inventory of the DC
* Developed work schedules to match staffing levels, monitored progress to improve work process efficiency, Daily DC Performance Report, Responsible for Internal Audit of Stock Movement.
* Prepared letters and proofread important press releases issued by the operation AVP & Responsible for Accounting, cash handling
* Preparation of Documents like Petty Cash Registers, Cashbook, Debit Vouchers,
* Responsible for store staff Recruiting, training, Coaching, orienting and motivating employees
* The management Events & product purchasing
* Handled the responsibilities of maintaining the standards of quality control and sales level of the organization.
* Interpretation of data and analytics and report generation.
* Performed other essential tasks as required. Ensuring zero complaint position on Daily Basi

***ECOM EXPRESS PVT LTD.***

LOCATION: PUNE (31 Aug 2015 TO 15 Sep 2018)

**Designation: Operations Executive**

* Handling morning Operations .
* Oversight of day-to-day operations
* Planned, coordinated department employees and supported departments of work to be completed daily & Managing the Inventory of the DC
* Developed work schedules to match staffing levels, monitored progress to improve work process efficiency, Daily DC Performance Report, Responsible for Internal Audit of Stock Movement.
* Responsible for Accounting, cash handling & Daily Bank Deposits.
* Responsible for the discipline, training and motivation
* Preparation of Documents like Petty Cash Registers, Cashbook, Debit Vouchers,
* Responsible for store staff Recruiting, training, Coaching, orienting and motivating employees
* The management executive job scope may include these responsibilities
* Oversight of day-to-day operations
* Supervision of managers and operational staff members.
* Interpretation of data and analytics and report generation.

***NUVO LOGISTICS PVT LTD (PEPPERTAP).***

LOCATION:PUNE (MAY 2014 TO SEP 2015)

**Designation: Assistant Logistics Manager**

* Handling complete retail store operations and store sales and customer Services.
* Maintains a Database of Potential Customers and initiates regular follow up*.*
* Ensuring zero complaint position on Daily Basis.Resolved all customer invoice queries.
* Managing the Inventory of the store. Responsible for Profit & Loss of the Store.
* Responsible for Internal Audit of Stock Movement.
* Responsible for Accounting, cash handling & Daily Bank Deposits.
* Responsible for the discipline, training and motivation of sales team
* Preparation of Documents like Stock Registers, Petty Cash Registers, Cashbook, Debit Vouchers, Delivery Orders*,* Bill every order correctly
* Responsible for store staff Recruiting, training, Coaching, orienting and motivating employees
* Marketing pamphlet activity me & team

***PROSPERITY AGRO INDIA LIMITED*** (MAY 2009 TO MAY. 2011)

LOCATION: PUNE.

Designation: Warehouse In Charge.

* Responsibilities of material inward & outward, keeping a track of shorage & damages in store.
* Monthly stock takes conduction at store ,Daily store inward & outward report update the system
* Monthly MIS with necessary data sent to the HOD.,Stacking of stock as per location provided
* Arranging vehicle schedule for prompt deliveries to branches & godown
* Workout the proper Reconciliation after three months , Monthly as well as in Excel Sheet,Co ordination with Ho Concerns and Vendors.,Update Daliy Stationary Stock & Registers
* To identify the discrepancies and inform to purchase and Company commercial Departmen
* Planning for supply and replenishment for the branch & godown indent.
* Bin card Update Daily Stationary.,To maintain housekeeping at warehouse.
* To identify the discrepancies and inform to concerned merchandisers and Company commercial Department. Reporting to the warehouse Manager.

**LIFESTYLE INTERNATIONAL PVT LTD.**

**(MAR 2007 TO MAY 2009 DATE)** LOCATION: PUNE

Designation: Inventory controller (Warehouse)

* Warehouse opening & closing & all the warehouse seal check
* Responsibilities of material inward & outward. Auditing off all the process at warehouse.
* Keeping a track of shortage & damages in warehouse. Daily perpetual inventory conduction at warehouse.
* To randomly make a surprise check at the tills to find if the float cash is available.
* Handling of insurance claims for damaged goods & scrap disposal for permanent damages.
* Daily store inward & outward report update the system.Co-ordination with the sales people & vendors.Monthly MIS with necessary data sent to the corporate inventory.
* Daily Check the Security tag in all concept store & Warehouse.
* Update the weekly report & send to the corporate inventory.

**PERSONAL DETAILS.**

* **NAME :** KSHIRSAGAR NILESH ANKUSH.
* **DATE OF BIRTH :** 11 SEP.1987.
* **GENDER :** MALE**.**
* **MARITAL STATUS :** MARRIED**.**

* **NATIONLITY :** INDIAN.

* **CONTACT NUMBER :** 8329479130/ 9075787946
* **LANGUAGE KNOWN :** MARATHI, HINDI AND ENGLISH.
* **COMPUTER KNOWLEDGE :** MS-OFFICE, ERP,BRIO.WMS ORACLE SYSTEM,
* **HOBBIES :** PLAYING CRICKET,
* **CURRENT CTC :** 3.60 LPA.
* **EXPECTED CTC :** 4.20 LPA.
* **NOTICE PERIOD :** 07 DAYS.

**Yours Faithfully,**

**(Nilesh Kshirsagar)**

**Date : / /2020.**

**Place : Pune.**