

Vikrant Subhash Dere
Diploma Mechanical Engineering
Store and Dispatch executive
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Present Address:

Room No- 101,opposite khandoba mandir,
Alandi,(Pune), Pin-412105

BASIC ACADEMIC CREDENTIALS

Qualification	Board/University	Year	Percentage
Diploma(Mechanical Engineering)	Gov. poly. Awasari(Kh)	2015-2016	65.12%
HSC(MCVC)	Shri Sainath junior collage Alkuti	2014	81.38%
SSC	Shri Sainath High School & junior collage Alkuti	2012	74.00%

Experience:

- ❖ Worked with **Suzlon Energy Limited** as Jr.engineer-Store executive from 19Dec 2018 to 31Jan2020 at Jaisalmer, Rajasthan location.
- ❖ Worked with **Global aar technoplast ranjangav** as Store and Dispatch Executive.From 03 march 2022 to 22 sep 2024 at Ranjangav midc.
- ❖ Currently working **Sankey Control Pvt Ltd** as store and dispatch executive.

IT PROFICIENCY

- ❖ Computer skills MS excel, MS Power Point, MS World.
- ❖ SAP MM
- ❖ Tally Prime.
- ❖ ERP

EXPERIENCE DETAILS:

- Overall management of Store activitie
- Organizing the day-to-day stores works of all materials, incoming and outgoing.
- Ensure timely preparation of GRN, Forwarding papers to accounts.
- Daily inward & Inventory Reports preparations.
- Generating Invoices for outward material/sales in System.
- Ensuring the Supplier's bill is checked with physical material received.
- Challan preparation and closure.

- MIS reporting like stock, shortages, stock age inventory.
- Understanding of basic financial principles.
- Ensure proper labeling on raw material with proper stacking in allocated location
- Knowledge of ABC Analysis, FIFO & LIFO Systems.

1. Inventory Management:

- – Receive, inspect, and record incoming inventory.
- – Maintain accurate records of stock levels and inventory movements.
- – Conduct regular stock audits to identify discrepancies and ensure inventory accuracy.

2. Order Processing:

- Process customer orders accurately and efficiently.
- Coordinate with the sales team to prioritize orders based on customer requirements and delivery schedules.
- Prepare and package orders for dispatch in accordance with company standards

3. Dispatch Operations:

- Coordinate with logistics partners to arrange for timely delivery of orders.
- Ensure all dispatch documentation is complete and accurate.
- Monitor delivery schedules and address any delays or issues proactively.

4. Warehouse Organization:

- – Implement proper labeling and signage to facilitate easy identification of products.
- – Ensure compliance with safety regulations and best practices in warehouse operations.
- Organize and maintain the warehouse to ensure efficient storage and retrieval of goods.

5. Communication and Reporting:

- – Communicate effectively with internal teams, external suppliers, and logistics partners to coordinate activities and resolve issues.
- – Generate reports on inventory levels, order status, and dispatch performance as required

PERSONAL DETAILS

❖ Date of Birth	:- 07-05-1996
❖ Language Known	:- Marathi,Hindi,English
❖ Marital Status	:- married
❖ Nationality/Religion	:- Indian

DECLARATION

I do hereby declare that the above information is true to the best of my knowledge.

Date:

Vikrant dere
Signature

Place:.....

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