

PRESENTATION

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To
Human Resource

Dear Hiring Manager,

Kindly Accept This Application From a Talented and Capable Applicant Who Wishes To Apply For as a Store Executive.

If you would like to Know More about My Background and Skill sets Then Please Refer to the Attached Resume that came with this Letter. Although It Will Give You a Good Idea of My Leadership Skill, What It Does Not Show is My Ability to Track Store Performance by Identifying Underperforming Stock As well As Profitable Best Transportation.

I have Completed **5 year and 9 month** and Work Experience In this Field and I am Confident that I Can Not Only Meet Your Needs by exceed them By a Mile. My Key Areas of Expertise Include, But are Not Limited to The Following;

- Strong Customer Focus, Excellent Negotiation and Communications Skills.
- Excellent in Refining Transport Systems to Improve Efficiency and Increase Profit.
- Follow Up With the Transporters in Regards With the Dispatch.
- Proficient in All Aspects Relating to Management and Regulatory and Statutory Compliance.
- Excellent in Improving the Existing Relation of Organization and Client.
- Make Deliveries To Customers and Pick Up Supplies.
- To Monitor the Deliveries and Keep Track Of Transit Damages Occurring At The Agent Locations And In Transit To The End Customer
- Clean, Maintain and Restock Warehouse.
- Handling All Material Receiving in Warehouse.

I Must Also Mention that in Addition to This Letter I Have Also Attached My Current Resume Which Will Give You A More Comprehensive Idea of My Competencies.

I Would Like To Thank You in Advance For Taking Up Some of Your Valuable Time to Review My Application, And Very Much Hope That You Will Invite Me To an Interview.

Sincerely Yours,
(Sachin Balasaheb Bhujbal)

PROFESSIONAL STRENGTHS INCLUDE

Process Improvement
Profit & Loss Monitoring
Honest

Supply chain management
Distribution
Positive Attitude

Self Motivated
Smart Worker
Hard Worker

EDUCATION QUALIFICATION

Qualification	University/Board	Passing Year	Percentage	Remark
MBA	PUNE	2019	63.53 %	First Class
BCA	PUNE	2015	55.37 %	Higher Second Class
HSC	PUNE	2011	60.17 %	First Class
SSC	PUNE	2009	44.46 %	Second Class

PROFESSIONAL EXPERIENCE

From 16 Sept 2024 to till date work with Mahindra Accelo Limited (Formally Known as Mahindra Integrated Business Solutions as a Dispatch Executive)

Job Profile:-

- Preparation of Invoices in SAP System.
- To Preparation of Raw Material GRN in SAP System.
- To Update LR No in Invoice.
- To Record keeping Bills, Sales invoices, Purchase Invoices, and COD Document.
- To Store Inventory Management, Receipt and issue Entries and Proper Storage of Material.
- To Maintaining Documentation requirement and for internal & and External Auditor under the Scope of Commercial Department.
- Outward and GRN Strong Knowledge in SAP.
- Maintain transit Damage record and interact with insurance Surveyor for final Report.
- To Everyday Loading and Unloading Tracking vehicle at Location and Follow-up.
- To Take Stock Empty Container and FG Container.
- To prepare mix-up material vehicle report.
- To daily update Record for maintain vehicle Dispatch Detail in Excel.
- To Prepare Delivery Challen for FG Container.
- To Prepare LR for Each vehicles.
- To Everyday Prepare Material Coverage Report for Dispatch.
- Prepare the Invoice Status Report.
- To Provide Safety Training for Forklift Driver And Dispatch Employee.
- To Received Empty Scrap vehicle Weight Balance in System.
- To prepare daily sales report.

PROFESSIONAL EXPERIENCE

From 27 Oct 2020 to 14 July 2024 (3 year 8 month) work with EPITOME COMPONENTS PRIVATE LIMETED as a Senior Store Executive

Job Profile:-

- Preparation of SRV and SIV.
- Cross check Security Inward Register Copy with Material Inward Invoices & Invoices Handover to made Gate Entry Voucher.
- In Tally Preparation of Store Receipt Vouches & Print the Copy with Stamp.
- All Received Material Details Inward in Inward Register.
- Tracking the IGQC & Authorised Signature in all SRV.
- Clearing Blockage of Invoices in IGQC Process or Gate Entry Process.

- After Completion all Sign in SRV, Update Inward Register & Handover all Bill to Account Dept. for Optional Bill Passing Purpose.
- Tracking the Bill of Inward Procedure and Maintain the Filling of Record & Reports.
- Online Qc Rejection Entry in Tally system.
- Prepare the 4 Blocker Status Report and to Follow FIFO & LIFO Inventory Management System.
- Online SIV Entry in Tally System and Sometime Issue the Store Material and Forklift Driving.
- Maintain 5s in Main Store, Cold Store, Chemical Store, and CCL Store.
- Proper Storage and Codification of Materials to Ensure Good Housekeeping.
- Prepare the Material Received Without Tax Invoice Report.
- Prepare the SRV Status Report and Prepare the SIV Sort-out Report.
- Preparation of Material Rejection out in Tally System.
- Make Indent and Follow up with Purchase Department.
- Checking the Scrap Stock (Chemical & Other Material).
- Responsible for Scrap Vehicle Loading & Weight Balance.
- Prepare the Scrap Gate Pass / Invoicing and Prepare E-way Bill for Scrap Sale.
- Monthly Reconciliation of Material with Production Department.
- Arrangement of Outward Material (Create Returnable Gate Pass Challen & Gate Pass Challen).
- Unit 1 Material Inward Register Maintain & Panel Issue Respective Department.
- Stock Take A class, B class, C class.
- Regrinding Drill's Send & Received record maintain.
- Expire Material record maintain all store verify & intimation given related department.
- Preparing the Reconciliation regarding the variation in physically stock & Tally Stock.
- 5 S Leader cold store & Main store.
- Cold Store & Main Store material stored in FIFO system & issue with as FIFO.
- Fork Lift, Hand Pallet Truck & Lift Preventive Maint.
- Drills Slot Router 2F Routers Minimum Stock Maintain & Controlling Consumption regards work.
- Expire Material record maintain all store verify & intimation given related department.
- Customer Audit related dept. all 5's' & documented working and FIFO related working, Expired materials movements etc.

TECHNICAL SKILLS

System	Tally ERP9, Tally Prime, Advance Excel, SAP (S4 HANA 2.0)
Software	Windows XP, Windows 7, Windows 8, Windows 10

ACTIVITIES

- Participated in the Sport Activities at School & College Level: Kabadi (2nd Prize).
- Participated in the Technical Activities at College Level: Web Designing (2nd Prize)
Blind C programming (2nd Prize).

- Participated in the Fire Safety Training Activities.

CORE COMPETENCIES

- Sincere, Strong Desire of Learning New Things.
- Excellent Problem Solving.
- Forklift Driving Skill.

Personal Details

Date of Birth : 28/07/1993
Gender : Male
Nationality : Indian
Language Known : English, Hindi and Marathi
Hobbies : Making new friends, Watching Movie, Swimming.

Declaration

I certify that all the Information above is Correct and References are Available if they are needed hoping that my Experience will be Useful to you.

Date: - / / 2026

Place: -

(Sachin Balasaheb Bhujbal)