**RESUME**

**Pansare Sachin Raghunath**

[Sacpansare@gmail.com](mailto:Sacpansare@gmail.com)

**Professional summary:**

Total work experience of 15 years of **Store In charge** & **Purchase Assistant.**

**Professional Work Experience:**

1. **Park street (Pride & Purple Group): Dec 2002 to 31 May 2008**
2. **Paranjpe Scheme(Blue Ridge) June-2008 To May-2016**
3. **Lodha Group ( Upper Thane ) Dec 2018 To Till Date**

* **Responsibilities as Store In Charge**

1. Maintaining store as per the norms of ISO-9000-18000
2. Maintaining stock register which contains live stock dead stock
3. Keeping track on supply of material to various department
4. Checking the quality of material on the given the report of the some to seniors
5. Material reconciliation statement has been prepared by weekly for each & every units & department.
6. Checking the material as per challans/delivery note & issue the some as per purchase order.
7. Daily material received & issue report issue the purchase department
8. Making the goods received note.
9. Maintaining the material issue notes.

10) Keeping the different record of supplier & contractor.

11) Prepare the separate debit note for material as per with Material contractor & supplier

* **Responsibilities as Purchase Assistant.**

1. Rate analysis of material
2. Quality & brand checking of material
3. Maintaining day-to-day communication with supplier & maintain if in register.
4. Bill checking as per norms & condition of company.
5. Filling & Indexing of purchase department.
6. Preparing the various type of report day-to-day basis or weekly basis.
7. Daily purchase order checking & issue to supplier & store
8. Daily communication with store in charge & Site Engineer
9. Comparison the store report & P.O.

* **Responsibilities as SEZ** (**Special Economy Zone).**

1. Collecting the excise paper (ARE 1)
2. Maintaining the register outward & inward for excisable & non-excisable material
3. Material Approved for excise officer.

**Educational Qualification:**

* H.S.C. (Banking) With second class from Pune Board
* Appeared for B.com form Pune University

**Computer Awareness:**

* Completed M. S. office Course with current experience.
* Knowledge of Operation EPABX, E-MAILS, I-NET.

**Extra Curricular activities:**

* Site MIS software(ERP) for Store activity
* Quadra software (ERP) for Store activity
* SAP software (ERP) for Store activity
* Tally software for Store activity

**Objectives:**

* Seeking challenging position within progressive's environment with opportunities for professional growth based on performance & accomplishment.

**Strengths:**

* Possess good commercial; inter personal, negotiating & business development skills along with best analytical strengths.
* A good interactive attitude, which results in the ability to work in a team towards progressive heights.
* Aptability & result orientation in the challenging economic scenarios.

**Hobbies:**

* Cricket
* Chess
* Carom

**Personal Details**

**Name:** Pansare Sachin Raghunath

**Address:** Sr.No.51/1,Gangarde Nagar, New Sangavi,

Pune - 411 061

**Marital Status:** Married

**Date of Birth:** 25/ Oct / 1984

**Contact Nos. :** (M) +91 9822 15 15 30

**Language known:** Marathi, Hindi, & English

**E-mail ID:** [Sacpansare@gmail.com](mailto:Sacpansare@gmail.com)

Place: Pune

Date: / /20