

SALIL RANE

Shree Shashwat A4 CHS, Chikhaldongri road, Near Agarwal Lifestyle, Global City
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Around 12 yrs of experience in Materials management, Stores, Finance & Accounts and Customer relations Specialties: Stores Management, Computer Hardware, Logistics, Accounts Payable, SAP FICO (user)& MM (user)

EXPERIENCE

APRIL 2017 TO OCTOBER 2017

SENIOR EXECUTIVE STORES, CLASSIC STRIPES PRIVATE LIMITED

- Prepare GRN, MIRO (Import material), and Issue of materials.
- Follow up with Purchase & Supplier for timely delivery.
- Taking lead in store audit.
- Purchasing local raw material & stationery.
- Finding out new sources for raw material & Consumables.
- Generation of MIS reports as required through SAP & circulating the same to departments.

DECEMBER 2016 TO APRIL 2017

ACCOUNTS EXECUTIVE, RELIANCE RETAIL

- Handling New, Re-Issue & Queries of Imprest cards.
- Bank Reconciliation of payment accounts
- New Account opening.
- Maintaining all documentation & files in a manner to ensure proper storage and retrieval of document as and when required.
- Generation of MIS reports as required through SAP.

SEPTEMBER 2009 TO NOVEMBER 2016

EXECUTIVE - STORES & STORES INSPECTOR, Reliance Industries Ltd Aviation Division

- (Approval No. RCDDL/02/2014)
- Responsibilities included enforcing and maintaining proper control over receipt, storage, safekeeping, issues and dispatch of spares and materials
- Daily progress of Stock check on notables/consumables
- Tracking all on hold / unserviceable and quarantine items and initiate follow up action
- To Review the daily Line maintains requirements and fulfill them with proper records etc.
- Implementing system of stores receipt, storage, safekeeping, issue and dispatch to satisfactorily provide material support to the aircraft maintenance and related
- Proper storage facilities, environment and arrangement to ensure that Engineering Stores are kept with effective security and safety control and in manner conducive to condition preservation, easy handling, keeping and retrieving.
- The stores are maintained in compliance with all regulatory requirements.
- Responsible for monitoring shelf life and ensure all parts / consumable in the bonded are

within their stipulated life's.

- Checking of incoming materials against the purchase order & for transit damage.
- Checking of incoming materials for proper certification, record & control these documents in an order & organized manner.
- Proper storage & handling of materials.
- Maintaining record of all incoming & outgoing materials.
- Ordering of Aircraft Parts after getting the Quotations from Various vendors.
- Undertakes the necessary corrective and preventive action to overcome any shortcomings of audit Program.
- Maintenance and updating of vendor database.
- Receipt of purchase request, recording, and feedback to Material planning for progress of material request.
- Processing of Material request, request for quotation, purchase order proposal.
- Follow up of all purchase order proposal for approval.
- Purchase order follows up with vendors.
- Follow up with finance for payment to supplier.
- To generate report of pending purchase request / purchase order for review by Head of section.

SEPTEMBER 2006 TO SEPTEMBER 2009

ACCOUNTS EXECUTIVE/s Fintech Commercials Pvt Ltd (Reliance Industries Ltd)

- Working in Central Vendor Processing (CVP)
- Handling all Polyester, Banking, Shipping, CHA & Payment of all Plants of RIL
- Ensuring 100% on time payments.
- Service tax accounting & timely submission of correct bills to RIL sites.
- Scanning the documents in DMS system and linking them to relevant invoice.
- Enhancing responsiveness & sensitivity in terms of customer satisfaction.
- Enhancing responsiveness & sensitivity in terms of vendor satisfaction.
- Maintaining agreed service & delivery standards & assured quality.
- Responding & satisfying all process partners queries.
- Responding & satisfying all process vendor queries.
- Generation of MIS reports as required through SAP-BI

EDUCATION

MAY 2005

BACHLEOR IN COMMERCE, UNIVERSITY OF MUMBAI

Represented college in various sports activities.

SKILLS

- SAP MM (end user)
- SAP BI (end user)
- Documentation
- Aviation (Engineering Stores)

LANGUAGES

English: Fluent
Marathi: Native
Hindi: Fluent