

MUKESH KISHOR NEWARE



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Personal Details

Date of Birth : 07/11/1985

Marital : Married

Status

Nationality : Indian

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Religion : Hindu.

Parmanent Address : Balaghat Road, Gaddhatoli, Shivaji Nagar, Shakti Square, Near Rest House, Th. Distt. Gondia. (MS) 441 601.

Skills

Inventory Audits, Accounts Payable, Payments, Petty Cash Handling, Cash Voucher, Bank Cash, Cheque Payments, Bank Reconciliations, GSTR 1 Filing, Purchase Sale Entries, Payment & Receipts, Credit and Debit Notes, Local Purchase, Stock & Inventory Management. Familiar with Microsoft office and Google sheets, various business ERP software's i.e. ORACLE, TALLY ERP 9, SAP MM, FARVISION, IDS etc. Purchase Requisition, Indents, Purchase Orders, GRN, MRN, Negotiation, Issues, Vendor Payments, Contracts, Stock Inventory Management, AMC's, Forecasts, Logistics, LIFO, FIFO, All Data Entries, Back Office Operations, Customer Support and Handling Queries, Customer Care Etc.

OBJECTIVE

Supports the growth and operation of a business by managing invoices and maintaining important financial documentation and work in a conducive environment for reputed organization which provides opportunities to learn & enhance work skills, that will help me grow & excel my career to contribute positively towards organizational growth.

EXPERIENCE

Ecowood Decor (I) Pvt. Ltd., Raipur (C.G.)

January

Manager Purchase.

2023 - Till

date.

1. Develops a purchasing strategy.
2. Reviews Indents approvals and processes purchase orders.
3. Manages other members of the purchasing team.
4. Maintains records of goods ordered and received.
5. Negotiates prices and contracts with suppliers.
6. Builds and maintains relationships with vendors.
7. Selects prospective vendors and negotiates contracts.
8. Evaluates vendors based on quality, timeliness, and price.
9. Schedules deliveries and ensures timely fulfillment of orders.
10. Researches and evaluates vendors to compare pricing and services.
11. Coordinates with fellow managers to monitor inventory and determine supply needs.
12. Ensures quality of procured items and addresses problems when they arise.

13. Keeps up with trends in procurement.

14. Travels to vendor locations.

15. Stays current with purchasing technology trends and oversees purchase and implementation, as necessary.

The Triton Hotel, Raipur (C.G.)

January

Materials Manager.

2022 -

December

2022

1. Responsible for verification of requirements from user department along with availability of materials.

2. Responsible for all administrative functions of the Materials Department, staffing, training and execution of other related duties with daily stock updation in IDS Software.

3. Responsible for all purchasing functions, quotations, quality and availability.

4. Approval of Indents, Purchase Orders, AMC's, ARC's, Service work orders etc.

5. Responsible for physical control of all store items until issued, fully documented under strict control procedures (key control, timing schedule, authorised issue requests).

6. Able to follow standards for issuing and receiving stock within the store's area of operation.

7. Monitor and take inventory on regular basis to compile orders based on par levels or needs.

8. Maintain clear and organised records to ensure all reports and invoices are filed and stored properly.

9. Responsible to verify all goods arrived as per the agreed purchase, delivery note and agreed quantity has been received.

10. Conduct inventory audits to determine inventory levels and needs.

11. Any differences between the manual count and MMS software have to be investigated and the information to be given to the Finance Department.

Raw Fitness, Gondia (M.S.) (Owner)

October

Operation Manager.

2020 -

December

2021

Managing all the things related to running business.

Languages	The Gateway Hotel, Gondia. (M.S.) A Unit of TAJ Hotels, Resorts, Palaces & Safari's	
Hindi, Marathi & English.	Purchase & Stores Executive.	June 2014 -
Interests	1. Audited invoice processing for compliance with three-step process, reducing over payments.	October
Surfing Through Internet	2. Verified accuracy of incoming invoices, errors.	2019
Playing Cricket	3. Entered financial transactions into internal database, maintaining a 100% accuracy rate in full compliance with internal policy.	
Listen Music	4. Making payments owed by the company to suppliers and other creditors, paying vendor invoices or bills.	
Long Drive a Car	5. Provide other clerical support necessary to pay the obligations of the organization.	
	6. Maintain meticulous records of outstanding payables.	
	7. Ensure the accuracy of an organization's financial documents for payment & auditing.	
	8. Protect businesses against unintentional overpayment, practice effective monitoring to ensure payments are made to vendors in a timely manner.	
	9. Clarify any questionable invoice items, prices or receiving signatures, assemble and review invoices to be completed for payment.	
	10. Maintain copies of vouchers, invoices or correspondence necessary for files, type periodic reports and other records, obtain proper information and/or data regarding invoice payments.	
	11. Check vendor files for any previous payments and assign voucher numbers, prepare vouchers listing invoice number, date, vendor address, item description, amounts and coding per accounting policies and procedures, reconcile bank statements.	
	12. Input daily bookkeeping and record keeping	
	Verify invoices against purchase orders and ensure goods or services were received before issuing payment to vendors.	
	13. Indents, RFQ's, Quotations, Rate Analysis Reports, Purchase Orders, Receiving, Rejections, LIFO, FIFO, GRN, Issues, Stocks & inventory management of stores.	
	14. Handling Petty Cash, Bank Cash, Local Purchased, Vendor Management, AMC's, Contracts, Agreements, Manage Transportation, Logistics, Payment Vouchers, Audit, Credit & Debit Note. Suppliers Payments.	
	15. Negotiation's, Office operations, Stock Statement Report WTD, MTD & YTD, MS-office, Data Entry with Orion Software, etc.	
Vicon Infrastructure's Pvt. Ltd. Raipur (C.G.) Project.	February	
In charge Purchase & Stores	2012 -	
Auditing of Materials, Journal Entries, Tax Invoices, Purchase Orders, Delivery Challans. Materials Requirements, Purchase Requisition, RFQ's, Indents, Purchase Orders, Inwards, Stock Verification, Tagging, Goods Receipt Note, Issues, Payable process of supplier's payments, Inventory Management, other duties and responsibility of department. Projected materials and negotiations. Other duties/responsibilities as assigned etc with Tally Erp 9 Software.	March 2014	
M/s Menghani Agencies, Gondia.(M.S.)	January	
MIS cum Back Office Operations Executive	2009 -	
Customer care executive, Customer Queries Handling, Attend Phone Calls, Monthly MIS Reports, Stock Maintain, Billing, Data Entry Job.	December	
Customer Support, DSR, Stocks, Data Entry Operations, Filling, Other Back Office Work.	2011	

Alok Industries Limited, Silvassa. DNH

Nov 2005 -

Commercial Staff as Stores Executive.

March 2008

Stores and Purchase related activity in SAP MM Module with internet & emailing system along with hand over the daily routine report to the Senior Officer of Deptt. Indents, Purchase Requisition, inwards, outwards, GRN, MRN, Issues, Tagging, inspection of goods, apply bar codes and Stock Physical Verification, RGP, NRGP, gate pass, LIFO, FIFO etc.

EDUCATION**Nasik University**

Bachelor of Commerce

Rashtra Sant Tukdoji Maharaj Nagpur Board

2001 to

HSSC

2003

Nagpur Board

2000

SSC

CERTIFICATE

MS-CIT Computer online examination passed in 2004 from IBTE Computer Institute, Gondia.

Typewriting examination passed with 30WPM in English.

Tally completed with A Grade Certification.

PLACE

Raipur (Chhattisgarh) 492001.