

**CONTACT**

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**KEY SKILLS**

* Creative Thinking
* Decision Making
* Leadership
* Customer Oriented
* Adaptability & Assertive
* Results Oriented
* Time Management
* Excellent Communication
* Problem Solver
* Detail Oriented
* Motivating Team Members
* Results Oriented

**LANGUAGES**

* English
* Hindi
* Marathi

ABASO SADASHIV YEMADE

**Assistant Inventory Mfg. (Division) Manger, Directors & CEO**

# PROFILE

* A dedicated and highly organized professional with a chronicle of success over 16+ years’ experience mainly in Engineering/ Industrial sector worked with one of the reputed companies, within multicultural environment.
* Specialized in general administration, inventory, and stocks management with the ability of delivering 100% results and implementing new strategies.
* Excellent organizational, team management, and managerial skills, with effective communication skills in English, Hindi, and Marathi languages with the proven track record of maintaining effective working relationships at all levels.
* Holding bachelor’s degree from recognized University.
* Seeking company requiring bold and competent leadership, bringing professional experience to facilitate operations, maximize results and growth.

# WORK EXPERIENCE

TECHNOCRAFT INDUSTRIES (I) LTD.

*Technocraft As a Group Has Been a Predominant Player in The Precision Engineering Sector. Mainly products are Tubes & Scaffolding, Formwork, Aluminum Formwork & Tower Division. Is a fast-growing Indian Multinational company, which have branches in US, UK, Australia and Poland.*

Assistant Inventory Mfg. (Division) Manger, Director & CEO May 2007 – Till Date

## Administration & Inventory Management:

* + Responsible for maintaining the inward & outward material register.
  + Authorize for managing inventories of finished goods, work in progress material, raw material, with physically reconcile monthly basis & report to management.
  + Manage the valuation of the stock and follow the FIFO Method.
  + Raw material Management of High-value Items.
  + Maintain the records of raw material with delivery for verification stock & inform to management and accordingly maintain consumption record on Raw Material.

## Documentation & Vendor Management:

* + Responsible for keeping documents of purchased raw material and enter the Data (Inventory dates and reports) accordingly into the ERP System.
  + Scrap Sales to Vendor & inform to management.
  + Follow up to all party payment & maintain record balance payment about Labor Job Material, Scrap sale party & inform to management.
  + Preparing monthly cost sheet, expenses statement & production reports.
  + Allocation of profit and loss as per department wise on quarterly basis.
  + Management Information System Reports.
  + Stream-wise expenses and revenue reports for Senior Management
  + Manpower costing reports for management.



**CORE COMPETENCIES**

* General Administration
* Operations Management
* Office Administration
* Business Management
* People Management
* Implementing New Strategies
* Data Management
* General Management
* Transportation Arrangement
* Stock & Inventory Management
* Kaizen

**IT SKILLS**

 Windows XP, Window2K

 MS Office (Word, Excel, PowerPoint, Access)

 Outlook & Mailbox

 Internet Fundamentals

**PERSONAL**

**DATE OF BIRTH**

27th December 1986

**NATIONALITY**

Indian

**HOBBIES**

Travelling, Learning & Exploring New Things

## Assistant Director & CEO:

* + Preparing Budget of FY & analysis this achievement.
  + Auditor requirement & comments.
  + Statistics data required for GOVT India.
  + Prepare Cost Sheet HSN code wise.
  + Maintain KPIs for Origination.

## Billing & GST:

* + Responsible for Form-IV Register
  + Local Sales Documents
  + Labor Job Register (Both Incoming and Outgoing Material).
  + Invoicing / Credit Notes / Debit Notes.

## Key Achievements:

* + Coordination of the implementation of ERP. Helped in achieving saving of time for the organization in the areas of production, raw material purchase.
  + Provide raw material stock valuation monthly for Head Office, factory management in a short time with my use of Excel skills.
  + Involved in working on minimum scrap generation process in cutting operations during production.
  + Contributed towards Kaizen implementation, to improve productivity.
  + Implementation of Kanban system in Raw material store reducing the inventory cost and provide saving for the organization.
  + Implementation of 5S system in our organization for safety, clean & smooth work in working place for better work and better productivity in time saving with coordinate production people & supervisor.
  + Coordinated with Production floor management, staff to increase the productivity. Involved in making smooth flow of Materials from one machine to another in Press Shop and increased the production.

# EDUCATION & PROFESSIONAL COURSES

***Bachelors degree in Commerce** from Mumbai University **2008**

# DECLARATION

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