

Suraj Madhav Parthe

Surajparthe18@gmail.com / 8805252820

At post – Lodhivali , Tal - Khalapur , Dist – Raigad, Maharashtra, 410206

Career Objective:-

To continuously enhance my knowledge skills and experience by getting involved in challenging work environment and utilize them for achieving organizational and personal goals through my technical skills, hard work, and creativity.

Educational Background:-

- Secondary Examination from **S.S.C(Mumbai Board)** in **2017** with **81%**
- Higher Secondary Examination from **H.S.C(Mumbai Board)** in **2019** with **68.77%**
- Graduation in **Bachelor of Commerce** from **University of Mumbai** in **2022** with **8.18 CGPI**

Computer Proficiency / Certifications: -

- MS-CIT
- CCIT
- TALLY PRIME with GST
- Gov.English/Marathi typing (30 wpm)

SKILLS / IT SKILLS: -

- Good command on **SAP S/4HANA 1809 PP & MM Module**
- MES(Manufacturing Execution Systems)
- Microsoft Office
- Importance of **5s**
- Leadership
- Problem management
- SAP Materials Management / Production planning
- **Microsoft Excel**
- **Microsoft dynamic AX**
- Team management
- **Tally / Zoho books -Knowledge of Taxes GST, TDS ,TCS**
- Planning & control

Works Experience:-

3. Company Name: SB SCAFFOLDING (I) PVT LTD.

Address:- Head Office No. 1068, 1" Floor, U-Wing, Akshar Business Park, Plot No. 03, Sec-25, Turbhe, Navi Mumbai, Maharashtra 400703, India / Factory at **Vadgaon washivali ,khalapur,Raigad 410206**

From **10 May 2025** to **till date**.

Designation: **PPC Executive**

• Company Profile:

At SB, we act as a catalyst to complex and diverse RCC structural constructions through our MS, Aluminum scaffolding, shoring and MS, Aluminum Formwork and other complimentary products range for safely maneuvering difficult and inaccessible areas in record time. MS, Aluminum scaffolding, shoring and Formwork are reliable partners at every construction site, and we deliver it under set compliance measures and time.

2. Company Name: INDIAN ENTERPRISES (IE PALLET PVT LTD)

Address:- Indian Enterprises,H.NO.1352,DHANSAR,MUMBRA-PANVEL HIGHWAY,PANVEL Maharashtra 410206,India.

From **24 Sept 2024** to **8 May 2025**

Designation: **Purchase Executive (Procurement)** cum Stores & Logistics Executive.

• Company Profile:

Indian Enterprises is fortified by three generations of knowledge, expertise and experience gained through 50 years of manufacturing millions of pallets. We specialise in the manufacturing of pine wood pallets and crates; especially refurbished / reused. We offer an enormous variety of pallet models and build customised wooden pallets and crates as per client. **Indian enterprises have PAN INDIA presence with four branch in India-Taloja, Bhiwandi, Banglore, Chennai.**

- Key Responsible Areas:

- Research vendors and suppliers, and negotiate prices for Raw material or Finished Goods(outsourcing)**
- Verify vendor and prepare Purchase Orders** and documents, and **track orders**
- Coordinate with suppliers to ensure on-time delivery**
- Handling and planning inward logistics** for material inward to ensure on-time delivery
- Inspect the quality of purchased items. Make entries of GRN/MRN on systems and Excel sheets.**
- Prepare reports and summarize data of POs and Inward Material or Daily Stock Report.** Maintain purchasing records and data
- Maintain stock levels, Inventory and reorder supplies.**
- Verify Invoice and Eway bill** and other supporting documents of material inward as per PO.

- Booking bills after verification and proceed for **payment**.
- **Checking and matching ledger of vendor before payment made and solving other error and mistakes with accounting team**
- **Making and Managing Payment schedule and updating weekly and monthly payment sheet.**
- Verify all Tax return by vendor or not on portal and taking follow up for same such as GST-R
- Working on **Zoho Books and Tally software**.
- Coordinate with **Accounts team, Sales team, Logistics, Production team** for smooth process of company
- **Manage 3B (B2B, Outsourcing) trade process.**
- Working on cost cutting and making profit increasing strategies.
- searching vendor for **Job work and Hardware and Consumable material** related to wood and sometimes for metal related field.

1. Company Name: **RENEWSYS INDIA PVT LTD.**

Address:- Plot No. F-141, Additional, Industrial Area, MIDC, Panvel, Patalganga, Maharashtra 410206

From **16 OCT 2022 To 23 Sept 2024.**

Designation: **PRODUCTION PLANNING & CONTROL(PPC) TEAM**

• **Company Profile:**

RenewSys India Pvt. Ltd is the 1st integrated manufacturer of Solar PV Modules, and their key components Le. Encapsulants (EVA), backsheets, and Solar PV Cells. RenewSys is a part of the ENPEE Group of companies, established in 1961.

-Key Responsible Areas:

- Prepared production plan & monitor as per the customer requirement. Do Material requirement planning as plan received from customer.
- Do the forecasting planning for the **RM, PRODUCTION TEAM , QUALITY TEAM & FG**
- As per customer requirement prepare as per **dispatch plan**.
- **Weekly & monthly reconciliation of the raw material.**
- To release production order in **SAP S/4HANA** as per **Production plan**.
- Give Purchase requisition to purchase department through **SAP S/4HANA 1809** for the availability of **raw material, consumables** so as production will not hamper.
- **FG confirmation in SAP.**
- **Scrap Booking/Uploading in SAP.**
- Prepared **DAILY PRODUCTION REPORT, WASTAGE REPORT, DAILY MONITORING REPORT.**

- To make **available raw material** on the shop floor by **co-ordinate with Store & Quality department**.
- Monitoring the **MATERIAL CONSUMPTION & SCRAP GENERATION & MAINTAIN RECORDS**.
- Familiar to SAP T- code: **MB21, MB22, MB25, MB51, MB52, MIGO, MMBE, ZMM008, ZMM010, MFBF, ZZMFBB, cs03, cogi, ZMM006, ME51N, ME52N, ME54N**.
- Tracking daily WIP Production Plan over **MES(Manufacturing Execution Systems)**.
- Organise, update and maintain sheets. Prepare daily reports.
- Maintain **5s** in shop floor.
- Make daily shiftwise **Material Requirement planning** and issue **MIR** to store team and make available material on shop floor on time and **Maintain stock on floor as per production target require**.

Personal Details:-

Full name:-	Mr. Suraj Madhav Parthe
Present/ Permanent Address:-	At post- Lodhivali , Near Ambani Hospital Lodhivali Tal – Khalapur , Dist – Raigad, Maharashtra, 410206
Date of Birth:-	18 th Dec 2001
Sex:-	Male
Marital Status:-	Unmarried
Nationality:	Indian
Language Known:-	Marathi , Hindi , English

Place :

Signature

Date :.

(**Mr. Suraj Madhav Parthe**)