

RESUME

AJINKYA SANJAY SHAH

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Objective

To pursue a responsibility & Challenging career with a progressive organization that gives scope to use my knowledge & Skills in accordance with the latest technologies & need of the market .To be a part of a team that dynamically works towards growth of organization & gain satisfaction there off .

Resume Summary

- To secure a position with a well-established organization with a stable environment that will lead to a lasting relationship.
- To work in a professionally managed, challenging environment, which gives greater opportunities to achieve high standards of performance & encourages new learning.

Industrial Experience

Employer: Kinetic Green Energy & Power Solution Ltd.
Designation: Commercial Executive (Store).
Period: July 2019 to Till date

❖ Job Responsibilities

- Supervision on Incoming Material.
- Checking Proper Documents like Invoice, E-Waybill, packing list etc.
- Unloading of Material & Quantity Verification with Invoice Quantity.
- Tracking damages & discrepancies of material received.
- Documents Verification with PO, Item Code, Description.
- Making GIN/GRN in TCS System.
- Making Debit Note.
- Preparing GST invoice, shipment, E-waybills.
- Maintaining the Stock of Consumables Items.
- Sending Material to Vendors for Sub contract for processing.
- Checking Material at Vendor End Monthly.
- Co-ordination with head office for Documents etc.
- Co-ordination with Purchase for PO.
- Creating Job Order & Sending for PO Creation.
- Sending Material through System at different Location.
- Checking material availability as per Production Plan.
- Issue Material on Line physically as well as through System.
- Maintaining Record in Excel.
- Maintaining Record of Daily Inward.
- Preparation of shortage as per product plan.

Industrial Experience

Employer :Utkarsh Enterprises, Ahmednagar
Designation: Computer Hardware Engineer.
Period: Feb 2017 to July 2019.

❖ Job Responsibilities

- Desktop assembling & disassembling.
- Desktop, Laptops troubleshooting.
- Operating system installation & configurations Windows XP, Windows 7, Windows 8, Windows 10.
- Antivirus installations.
- Software installations.
- Creating Network, Configurations, Testing & Troubleshooting of Networks.
- NTFS, Remote Desktop, Crimping, Driver Installations.
- Industries visit for solving error of computer system.
- Communications with customers for PC problems.

Knowledge and Skills:

❖ Technical / Functional Knowledge

- Store Functionality.
- Proficient with Microsoft Word, Excel, Emails.
- Computer hardware, peripherals & networking.
- TCS/SAP ERP System.

❖ Skills

- Analytical Skill & Good Communication Skill.
- Team work.
- Positive thinking.
- Like to accept challenges.

Academic Qualification

Course	University	YEAR	%
MBA (IT)	University of Pune	2019	76.73%
B.COM	University of Pune	2017	71%
H.S.C	University of Pune	2014	55%
S.S.C	University of Pune	2011	63%

Course & Certificate

❖ Certified IT Architect (CITA) One Year Course with CMS Computer Institute .

Course Contains	Details
Installing & Configuring Win8.1 Server	Install Active Directory,Domain,Controller Configure,DHCP,Protocol,Implementing,Group Policy,configure DiskPartition,Volumes,Configure,Network Connectivity.
CCNA	TCP/IP,DNS,DHCP,Routing/Switching,VLAN,SubNetting,VLSM.
Desktop Engineering	TroubleShooting,Assembling,Motherboard,HDD,Memory,O/S Installation.

Personal Details

Name	Ajinkya Sanjay Shah
Contact details.	<ul style="list-style-type: none">Phone number:-+918237412902Email: -ajinkya95.shah@gmail.com.
Date of Birth	20 - 06 - 1995
Marital Status	Single
Nationality	Indian
Languages	English , Marathi , Hindi
Hobbies	Reading & Studying New Technology. Watching & Playing cricket.
Major Strength	<ul style="list-style-type: none">Quick Adapt to New Environment Easily.Learn new things.Good team player.Like to Accept Challenges.Positive thinking.

I confirm that the above information is true to the best of my knowledge.

Place : Ahmednagar
Date :

Ajinkya Sanjay Shah