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SIDDHARTH D. BORGAVE

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## CURRICULUM VITAE

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### Career Objectives:

To be an integral part of a globally competitive & dynamic organization where I can put my knowledge to test, employ my talent to full use and learn new things while being resourceful, innovative and flexible.

### Academic Qualification

- SSC Pass on 2007
- HSC Pass on 2009
- S.Y. BCom.
- ITI COPA (Computer Operator and Programming Assistance) Pass on 2010
- NCVT Pass on 2011

### Other Qualification

- MSCIT, C, C++, FoxPro, Dos command ERP Tally 9.0,

### Languages Known

- English, Hindi, and Marathi.

### Computer Proficiency:

- Platforms: Windows XP.
- Tools: MS-Office 2003, MS-Office 2007, C, C++, Tally 9.0, Knowledge of Office Application like MS Word, MS Excel & Outlook

### Work Experience:

- Working in "JYOTITECH INDUSTRIES" as Purchase Executive, Dispatch Executive & Sales Co-coordinator from 1<sup>ST</sup> Mar 2015 to till date
  - To keep track of billing status- co-ordinate with salesperson to
  - To read OE/Purchase order & confirm all request of customer is fulfilled prior to dispatch.
  - Keep/Ensure all document's ready & delivers to customer along with material.
  - Co-ordinate/ Follow-up Payment status.
  - Generating the Invoice
  - Prepare DC (Delivery Challan).
  - Preparing purchase orders against given requirement.
  - Tracking purchase orders of received material
  - Checking available stock against received requirement.
  - Daily
    1. Follow-ups of raw materials with vendors.
    2. Co-ordinating with factory store in charge regarding for raw material.
    3. Checking pending order details.
    5. Checking stock against shortage of material.
  - Coordinating with purchase, dispatch and accounts departments to ensure material dispatched at customers end and payment received

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- Co-ordinate with customer for E-Sugam/way bill/Road Permit prior to dispatch.
  - Co-ordinate / follow-up with Customer for GRN (Goods receipt Note)
  - Preparing monthly sales report
  - Sample list preparation and review
  - Checking outstanding payments before dispatch to customer
  - Doing monthly inventory aging analysis
  - Ensuring all dispatches done in time as per order received
  - Resolving customers queries with coordinating marketing/technical team
  - Coordination with the Client, Making Proposals, Preparing Quotations, MIS, Coordination with the clients, follow ups, Email Correspondence, Handling General Administration, Sales Support, Sales Coordination, Service sales, Communication with Vendor.
  - Handling unit responsibility of my colleague (who is in my team) in their absence
- Work at "IKON PROCESS Pvt Ltd" as data entry Operator from 1<sup>st</sup> Feb. 2014 to 30 Sep 2014.
  - Work at "Berger India Pvt Ltd. British Paint Division" as Dispatch Assistant from 1<sup>st</sup> Apr 2012 to 31 Oct 2012.
  - Work at "Godrej & Boyce Mfg. Co. Ltd" as Trainee Admin Assistant (Apprentice) from 1<sup>st</sup> Oct 2010 to 30 Sep 2011.
    - Total Office Administration – Coordination with Supervisors, workmen, etc
    - MIS Generation – Record Maintenance – Preparing presentations etc.

Extra-Curricular Activities:

- Participated in Inter Collage Cricket Match in 2009.

Personal details

- Date of Birth : 30 Nov 1991.
- Gender : Male.
- Marital status : Married.

Qualities:

- 1) Ready to work in any environment.
- 2) like to take challenges.

Hobbies:

Sports (Cricket, Football), Listening to Music, Traveling.

Declaration:

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned.

Place: Navi Mumbai.

(Borgave Siddharth Dilip)

Date: \_\_\_\_\_