

CURRICULAM VITAE

Name : Gurunath Pundlik Patil

Email ID : gurupatilgp98@gmail.com

Contact No : (+971) 56 178 5043 , 056 178 4642

Visit Status- Visit Visa Started On 26 Feb 22

OBJECTIVE:

To obtain an Export Assistant position in a growth-oriented company where I can utilize my administrative skills and acquire new abilities

EDUCATION

1999-2000	Secondary School Certificate (March 2000), Kolhapur University
2001-2002	Higher secondary Certificate (March 2002), Pune University
2007-2008	Nashik University in B.A – Mumbai (2008)

WORK EXPRIENCE

Oct 2014 to Feb 2022 - REC Engineering Pvt Ltd as Logistics Assistant in India

- Prepared documents to Export in SAP System and ERP System
- Negotiated with international customs brokers, freight carriers, sea freight, and air freight.
- Resolved any issues that are presented.
- Keep updated and feedback with customers and all the people involved in the sale.
- Prepared documents to Export to our customers and also at the Warehouse.
- Masked, papered, or greased components when appropriate.
- Assisted Sales and Marketing planning.
- Obtained rates, secured bookings, provided customs clearance and documentation.
- Processed and shipped international industrial adhesive orders.
- Prepared export documentation and logistics coordination.
- Verified vendor invoices.
- Received packing slips, sort & assign packing slips to the proper location.
- Entered each receiving number, part number, purchase order number, quantity.
- Processed data & send to barcode scanner, print labels, alphabetize packing slips & put in proper files.
- Processed daily reports
- Assisted in coordinating and monitoring shipment logistics.
- Assisted others in their duties with all air export accounts.
- Provided customers with status on shipments.

May 2012 to Oct 2014 - SUSHIL AUTO as Admin Assistant in India

- Checking Attendance register, OT register
- Prepared Monthly salary for Labor or employee
- Updating monthly register eg Adult worker, Bonus , Leave records, Gratuity Calculation
- Accident register / Making monthly payment slips, OT register updated
- Leave encashment & full and final settlement
- Solving the employee's queries relating to salary.
- Attend the Employees interview
- HR data and analytics.
- Maintaining the record of every employee.

2008-2012-Larsen & Toubro Ltd, in Mumbai as Data Entry Operator/ Computer Operator In India

- Verified data and perform clerical tasks in the data processing function.in SAP System and ERP
- Prepared files, scan documents and images, and data entry specific to each individual document.
- Received and reviewed incoming work, contacting appropriate resources as needed.
- Compared data with source documents re-enter data in verification format to detect errors.
- Prepared necessary documentation (automated and manual) to account.
- Performed quality checks to ensure accuracy, integrity, and completeness after entry.
- Compiled, sorted, and verified the accuracy of data before it was entered.
- Located and corrected data entry errors or reported them to supervisors.
- Read source documents such as canceled checks, sales reports, or bills, and entered data in specific data fields or onto tapes or disks for subsequent entry, using keyboards or scanners.
- Maintained operations by following policies and procedures; reporting needed changes.

2004-2007 Bharati Airtel Ltd in Mumbai as Office assistant

- Daily OT Authorisation,Absentuisum Report preparations
- Monthly Salary preparation minimum 500 peopel
- Checking Attendance register , OT register
- Updating monthly register eg. Adult worker , Bonus , Leave records, Gratuity Calculation
- Accident register / Making monthly payment slips, OT register updated
- Leave encashment & full and final settlement
- Solving the employee's queries relating to salary.
- Attend the Employees interview ,

INTERESTS

Excel Formatting (Eg. Vlookup , Concatenate , Len ,Micro, Countif, Hlookup, Pivot-table, Grafting, Hyperlink in excel) ,Data Management , MIS reporting

LANGUAGE KNOWN

English - Read , Write .Speak
Hindi - Read , Write , Speak
Marathi – Read , Write , Speak

PERSONAL INFORMATION

Name : Gurunath P. Patil
Permeant Address : Shivaji Nagar, 1st Line
4th cross, House No5,Belgaum-590016.
Date of Birth : 08th Jan 1984
Marital Status : Married
Nationality : Indian
Visit Visa Started on : 26th Feb 2022
Passport Number : P4587982 (Expired-25/08/2026)

DECLARATION

I hereby declare that all the information mention above is true and fair to my knowledge & belief.

Date :
Place : Dubai

(Gurunath P Patil)