

# MAHESH S.PATIL

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## **PROFILE**

18 years of hands-on experience in full life cycle of Commercial & CFA operations, Claim settlement, Budgeting, MIS, Handling sales accounting, Monthly provision, Reconciliation, Debtors control (Accounts Receivable), Logistic, Petty cash handling and Depot Audit. SAP.

## **WORK EXPERIENCE**

- ◆ **Working with ARK Supply Chain Solutions Pvt. Ltd. as a Operation Manager for Amaron Battery from July 2025 to till date.**

### ***JOB PROFILE: -***

Inventory & Warehouse Management / Order Processing & Dispatch / Logistics & Transportation / System & Compliance / Return & Replacements Management / Team Management & Training / Cost Control & Efficiency Improvement / Customer/Distributor Support / MIS Reporting.

- ◆ **Worked with The Good Stuff Pvt. Ltd. (Formerly known as Global Consumer Products Pvt. Ltd.) as a Regional Commercial Executive for West & North Region from November 2018 to April 2025.**

### ***JOB PROFILE: -***

- **Reporting to CFO-Finance for Day to Day Commercial activity, Earlier NCM.**
- **Carrying out various commercial activities effectively such as :**
  - Timely and accurately processing of Vendor / Distributors Claims & Manpower salary Claims
  - Full & Final of exiting distributor & Processing the new DB code
  - Damage Stock credit notes & distraction
  - Physical Verification of Stocks at CFA level
  - Obtaining NIL claim certificate on a quarterly basis
  - Secondary freight cost analyzing
- **Generating routine MIS for day to day business decisions :**
  - Payment updating & Bank Reco PAN India
  - Market Return (Saleable / Non Saleable)
  - Claims Processing
  - Distributor Claim Status updating
  - Daily Invoice Tracking report
  - Outstanding Collection report
  - Monitor the daily outstanding for better utilization of cash flow
  - Petty Cash booking
  - Ensuring the sales team is provided/supported with adequate & time bound response
  - Pro-Actively initiating report / MIS on as and when basis on critical / important business matters.

- **Regularly coordinating with the CFAs across the region to ensure the following:**
  - Stacking Norms, Cold room Temperature monitoring, FMFO following,
  - Ensuring Safety norms are being followed at all the warehouses
  - Managing & Controlling Warehouse Operations of respective locations.
  - Secondary Logistics (CFA to Distributor Point) should be done as per agreed timelines
- **Following Audits are to be done on a quarterly basis:**
  - CFA VISIT, MARKET VISIT, DISTRIBUTORS VISIT

◆ **Worked with Emami Ltd. as a Sr. Commercial Exe. from Sept 2011 to Nov 2018.**  
**JOB PROFILE: -**

- Played major role to built-up the Commercial Division along with other team member in West Region.
- Checking and processing distributor's credit notes as per company policies & circular with cut of time. Credit notes likes secondary scheme, window display, EARN Scheme, Milaap, Coupon scheme etc.
- Calculation of Quarterly Field force & Distributors Incentive as per Scheme circular
- Conducting quarterly Audit at all depots to ensure Physical Vs book stocks and other depot activities
- Monitoring of Field force/MR expenses, Depot expenses & review actual vs budgets
- Preparing month wise secondary provision, field force travel provision, provision of depot expenses
- Regular review of depot operation through MIS, daily close co-ordination with depot to ensure all the company policies are followed
- Responsible for all debtors' reconciliation & debtors ageing. Regularly follow-up on collection of NPC/DBC from customers.
- Put a time line for processing claims. Planning & Follow up on claims as per circular timelines. Maintain claims tracker Depot wise & update ASM on pending claims.
- Regularly follow-up with sales team on slow moving & non-moving inventories.
- Regular monitoring and follow-up on closed party with sales team for F & F
- Maintain Accuracy of provisioning (monthly and annual) & Settlement and closure of provisions (year-end)
- Over all co-ordination with Area Sales Managers and Area sales Coordinators team of West region for preparation of MIS like Secondary Scheme, Display, EARN Scheme etc.
- To keep review on Outreach Implementation Process (Outreach is a Secondary Software implemented at Distributors Place)

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◆ **Worked with M/s. Mother Dairy Fruit & Vegetable Pvt. Ltd. as a Jr. Commercial Executive from April 2007 to Sept 2011.**

**JOB PROFILE: -**

- Working effectively on SAP since 1 August 2008, prior to that worked in Citrix.
- Generation /Reversal and Knocking off Invoices, Pay in Slip and Payment.
- Preparing and analyzing the operational report for identifying the focus areas such as Stock Ageing, MRP, Redressing Material, POP & Promo Stock, and Crates transaction.
- Checking and processing employees Travel claims and CFA & Vendors Bills as per Company Policy.

- Checking Distributor's Secondary Claims as per budget and submission of credit notes within the specified time period.
- Provision & Budget working.
- Stock Comparison for all Depots.
- Auditing the physical stock of depots and making the Stock Audit Report on monthly basis.
- As per Audit Report stock conversion and updation in system with help of HO.
- Variance analysis & debiting CFA with the shortage.
- Co-ordination with Octroi and APMC department for timely clearance of vehicles for Mumbai
- CFA & Vendors Payment tracker and reconciliation on quarterly basis
- Responsible for taking the NDC from Distributors, CFA, Vendors and employees.
- F & F of Distributors with efficient follow up with HO.
- Follow up for master updating in SAP with Head Office Sap team.
- Supporting to CFA's regarding system related problems timely updation of price, product code, scheme, ASM, TSI mapping, STN, Tin No. etc. with the help of SAP team and HO.
- Effective coordination with the CFA for immediate deliveries as per the sales orders.
- Monthly Discussion with CFA and Sales Team on routine issues.
- Maintained cordial relationship with external vendors as well as with colleagues for smooth operational process.
- Reporting to Regional Commercial Manager for Day to Day Commercial activity.

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#### ◆ Previous Experience

- *“S.S. Shetty & Associates, Andheri (E) as Office Assistant from 26<sup>th</sup> September 2005 to 13<sup>th</sup> April 2007.*
- *“I.B.P.S. (Institute of Banking Personal selection) at Kandivali (E) as Operating Assistant from 2nd September 2004 to 4<sup>th</sup> July 2005.*

#### EDUCATIONAL & PROFESSIONAL QUALIFICATIONS

- **PGDM (Finance Management)** - Welinkar Distance Education. **September'2021**
- **B. COM- K. M. Collage of commerce** –Mumbai University. **March'2004**
- **HSC - Esplanade Jr. College of commerce** – Mumbai University. **March'2001**
- **SSC - Kandivali Mun. Sec. high school.** **March'1999**

#### COMPUTER PROFICIENCY & LITERACY

- ◆ Passed Maharashtra state Certificate in Information Technology (**MSCIT**).
- ◆ Completed Computer Course in Windows-MS office, (Word, Excel, Power Point), Tally
- ◆ **SAP** Operation ( SD Module )

#### PERSONAL DETAILS

**Date of Birth** : 14<sup>th</sup> November 1981  
**Gender** : Male.  
**Nationality** : Indian.  
**Languages Known** : English, Hindi, and Marathi.

(Mahesh Sadu Patil)