**RESUME**

**SANJAY BHAVSAR**

7, Manav mandir society,

Old padra road

Diwalipura 39001,

Vadodara Gujarat INDIA.

Cellphone number: +91 6352332351

*E.mail: sanjay9173@gmail.co*

**CAREER OBJECTIVE**

To seek challenging position in an organization and thereby enhance my practical knowledge and utilize my skills and abilities that offer growth while being innovation, resourceful and flexible.

**ACADEMIC PROFIL**

I completed my Bachelor of Comers in Accounting Auditing and Statical with second class(52%) in the year 1994 from Maharaja Sayajirao University(MSU).

**EDUCATION QUALIFICATION**

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| --- | --- | --- |
| **DEGREE** | **SCHOOL/UNIVERSITY** | **PERCENTAGE** |
| 10th | VIDHYUT BOARD VIDHYALAYA | 54% |
| 12th | VIDHYUT BOARD VIDHYALAYA | 56% |
| B.COM | M.S.UNIVERSITY | 51% |

**CURRENT EXPOSURE:**

**Sun Pharmaceutical Ind.ltd. Tandalja, Vadodara.**

From. 11th Nov. 2018 to 20th May. 2020

* Working as a ***Warehouse Executive*** with following responsibilities.
* To Operate SAP Software in Material Management modular.
* Preparation of STO , PO , INVOICE and generating GST CHALLAN and E-WAY BILL.
* Look After of Chemicals, Stationary and Household items in the Warehouse.

**WORK EXPERIENCE:**

**1. M/S. KHIMJI RAMDAS LLC.**

Muscat,

Sultanate of Oman.

**SOHAR** From. 18th Feb. 2009 to 25th Jan 2018

* Working as a ***Warehouse In-charge*** with following responsibilities.
* To Operate SAP Software in Material Management modular with WMS(Warehouse Management System).
* Preparation of Purchase orders, Goods Receipt notes, Credit notes ,Stock Transfer and Invoicing.
* To Plan for Transportation for Goods Delivery.
* Manage with a team of salesmen and merchandisers.
* To maintain all accounting work i.e.(To payment and received collection from salesmen,deposit to bank, maintaining all A/C ledger and all office works)

**2. M/S. EBJI SUNDARDAS PARTNERS & CO. SUWAIQ**,

**Sultanate of Oman.**

From. 22nd Sept. 2007 to 20thJan. 2009.

* + Working as a Marketing Specialist with following responsibilities.Showroom management with customer service.
  + Preparation of pre-purchase order requirement
  + Transfer of materials from warehouses to showroom and tracking of material flow Manage with a team of merchandisers for display and stock level monitoring.
  + Implementing promotions and seasonal activities.
  + Manage with display agreements.
  + Monitoring of expired goods and prevention of damage.
  + Manage in house cleanliness and discipline.

**OTHER WORK EXPERIENCE E:**

* + Worked in A.M. SHAH. & CO. (C.A.) As a COMPUTER OPERATOR.
  + Worked in AMERICAN COMPUTER CONNECTION As a DATA ENTRY OPERATOR.
  + Worked in NESTLE INDIA LTD. As a Sales Representative.
  + Worked in DAKORNATH GROUP OF COMPANY As a CLEARK & COMPUTER OPERATOR.
  + Conducted a DEPARTMENT STORE at near Uttakrash Vidhyalay, Baroda, India.

**COMPUTER SKILLS:**

* + Training for SAP software in MM modular.
  + MS-DOS, WINDOWS (7,8,10)
  + FOXPRO, INTERNET

**ACHIEVEMENT:**

* + I have certificate of 40 wpm. & best accuracy in English Typewriting From Reliance Typewriting School.
  + I have ‘Grading A’ N.C.C. Certificate.

|  |  |
| --- | --- |
| Date of Birth | 9 th January 1973 |
| Gender | Male |
| Marital Status | Married |
| Nationality | Indian |
| Language known | English,Hindi,Gujarati,Arebic |
| Hobbies | Cricket, Chess, Caram,Reading |
| Passport No. | A8514753 |

**DECLARATION:**

I hereby declare that the above mentioned data are true to the best of my knowledge and belief and I bear the full responsibilities for its correctness.

Sincerely,

SANJAY M BHAVSAR