

CURRICULUM VITAE

Desai Jayesh S.
109,New Ranchhodray Nagar,
Jagatpur Road,
Chandlodiya,
Ahmedabad-382481
ContactNo:+7777926490

CAREER OBJECTIVE:

To Obtain A Position Within An Organization that will allow me to utilize my managerial skills, experience and willingness to help others.

EDUCATIONAL QUALIFICATION :

| <u>Exam</u> | <u>Board/University</u> | <u>Year of passing</u> | <u>Percentage</u> |
|-------------|-------------------------|------------------------|-------------------|
| S.S.C | GSHSEB | 2013 | 50.24% |
| H.S.C | GSHSEB | 2015 | 73.53% |
| B.Com | Gujarat University | 2021 | 44.69 |

COMPUTER SKILLS:

- CCC
- MS Office
- Internet
- Outlook

PERSONAL SKILL:

- Positive Attitude
- More Powerful Catch Up In Anything Learning
- Highly Discipline
- Hard Working

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| WORK EXPERIENCE: |
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Jio Mart

I Have working at JIO Mart for over 2 Months. As A Post Of Hub Supervisor. Jio Mart Is Retail Product Providing To Kirana Store.

- Daily Crate The Route For Tomorrow Planing.
- Strong Communication With FC Regarding Timely Recieved Products & Send Returns items, Damage Item Recieved etc..
- All Recieved Item Scaned by scanner Device.
- Daily morning phone call to DA for Reported Warehouse.
- Daily Follow Up Call Vender & Pick UP Van Driver For His Reported Warehouse.
- Shorting Products Route Wise And DA Wise. For Smurth Delivery.
- All Route Product Loading Complete or Not checked And Realise the Vehicle.
- All Route Vehicles Loading Complete After Maintain Google Sheet For DA Attendance, Vehicles Details, Driver Details, Vehicle KM, Vender Name, Route Wise Order, Route wise Item Quantity, Total Quantity etc...
- Driver & Vehicle Document File Mainten.
- Every Twenty minutes followup Call All DA Regarding His Delivery Status.
- Recieved phone Call Kirana Store Person And Marketing Person For His Delivery status And Other Query Understand and Shortout.
- Check TMP Software After All Vehicles Retun Material & Empty Tote Verify.

- After Delivery Complete Show Cash In TMP And Collection the Amount.
- All Route Cash Collect And Shorting.
- After Short Cash Submit the Reliance Store.
- Daily EOD send Mail For Delivery Report, Return Kirana Store Product Reson, Regardin Petty Cash etc..

BB Daily (Big Basket)

I Have been working at BB Daily (Big Basket) For over 1.4 Years.

Job Faction: -

- Daily check mail and ordering milk from all sixteen hubs in Amul app.
- Daily Following Call to All Amul Driver Regarding Milk.
- Day End Last Milk Quantity mail check and ordering short milk and dispatch all sixteen hubs.
- Hindering First Supply Three Van Route and Dispatched all Milk Product.
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- All hub Invoice Collect at WhatsApp Image Same day.
- All Hub GRN Entry in app.
- GRN Done after send mail to HO office regarding payments.
- All Hub Amul Empty Crate Regarding Calls.
- All hub Short Milk Purchase and Extra Milk B2B in local parlor.
- Daily Entry B2B & Purchase in App.
- All Hub Amul Invoice hard copy send Weekly to HO office.

- I Have working at Vijeet Facility Management Pvt Ltd for over 3.5Years.

Job Faction: -

- Provide Uniform, Shoes & I-Card to Each of Employees.
- To Check Uniform Images Who Send By Location Coordinator From Various Location.
- Called To Employees For Application And Documents Like Pan Card, ESICCard , Bank Account Copy, PVC Copy.
- Scan All Documents And Put Into Employers Bucket.
- Update Employes Muster Each Of Employes.
- Attending Call Of Employees Related To PF, ESIC, Salary, Etc.
- Collect All Billing Documents And Submitted To Account Department.
- Preparing All Branch PPT Sent to head Office.

PORSONAL PROFILE

| | | |
|-----------------|---|--|
| Gender | : | Male |
| Date of Birth | : | 7/11/1997 |
| Marital Status | : | Unmarried |
| Nationality | : | Indian |
| Hobbies | : | Music, Reading |
| Languages Known | : | Gujarati, Hindi & English |
| E-Mail ID | : | desaijayesh3110@gmail.com |

Declaration :- I Hereby Declare that all the Information given above istrue and correct to the best of my knowledge.

(Jayesh Desai)