

RESUME

Permanent Address:

INDIRA NAGAR, NEAR S.T. STAND
VILLAGE :- PIPAN
TA :- SANAND
DEST :- AHMEDABAD

Contact:-

solankiajit1433@yahoo.com

ajitsolanki2888@gmail.com

(M) : 8238556393

Full Name :- *AJITKUMAR RANCHHOD BHAJI SOLANKI*

Date of Birth :- 30th JAN 1998

Family Background:

Father :- RANCHHODBHAJI M. SOLANKI

Mother :- GEETABEN R. SOLANKI

Wife :- BHAVNA A. SOLANKI

Daughter :- SNEHA A. Solanki

Preferred location:- Sanand, Ahmedabad (Gujarat)

Hobbies :- listening the music, Travelling.

Strengths :- Having Positive Attitude, Problem Solving Ability, Within Team working ability, Team leading capability, Motivator, Self motivated, Result Oriented, Trustable, Creative, Can do Attitude.

Career Objective :- To be a part of an organization in which I can make my personal and professional growth and to deliver best of the best all from my side to match with the organisations requirements or goal.

Computer literacy:-

- **MS Office**
- **Internet & Online Process**
- **Basic operations**
- **Tally ERP9**
- **PuTTY, QAD**
- **Microsoft Outlook.**
- **Mail Communication**
- **E-Way Bill System.**

Languages known:- English, Hindi, Gujarati,

Educational Qualification:-

| Examination | Board/University | Passing Year | Marks Obtained |
|----------------|------------------|--------------|----------------|
| S.S.C | G.S.E.B | 2013 | 60.66 % |
| I.T.I (fitter) | N.C.V.T | 2015 | 74.44 % |

Job Details:-

1. Company Name : AUTOKIT, Sanand, Ahmedabad.

Position Title : SUPERVISOR.
Department : **Dispatch**
Industry : **Seat Cover**
Date Joined : 03 NOVEMBER 2017 **Date Left:** 01 June 2019
Work Description :

My Responsibility as below:

- * Co-ordination with Customer requirement.
- * Preparing Packing List for Dispatch Item.
- * Preparing Invoice / Bill in Tally ERP.
- * Maintain record of Dispatch details.
- * Maintain FG Stock and co-ordinate with PPC.
- * Generate E-way Bill
- * Making RGP & NRGP In Excle.

2. Company Name : HANON AUTOMOTIVE SYSTEM SANAND

Position Title : SUPERVISOR .
Department : **MP & L (Material Planning & Logistics)**
Industry : **CAR AC**
Date Joined : 07 JUNE 2019 **Date Left:** 26th May 2020
Work Description :

My Responsibility as below:

- * Co-ordination with Customer requirement.
- * Preparing Packing List for Dispatch Item.
- * Preparing Invoice / Bill in PuTTY & QAD.
- * Generate E-way Bill
- * Monitor employees as well as operational processes.
- * Material Storage Proper Identification And Relative Tags.
- * Follow-up with transporter for vehicle.
- * Ensure safety, cleanliness and security of the dispatch department.

3. Company Name : AAROHAN LOGISTICS PVT.LTD

Working Company Name:- VOLTBEK HOME APPLIANCES PRIVATE LIMITED.

Position Title : SUPERVISOR cum TRANSPORT CO-ORDINATOR.
Department : **Logistics**
Date Joined : 20 AUGUST 2020 **Date Left:** 30 April 2022
Work Description :

My Responsibility as below:

- * Manage Working Of Day To Day Production AND Dispatch.
- * Coordinating with Transporter for Vehicle Arrangement.
- * Tracking the Progress Of Shipments.
- * Arrange Product With Their Serial No.
- * Loading Vehicle AS per BBND. (bill but not dispatch)
- * Vehicle Inspection (Length , Hight & Width).
- * Floor Supervision.
- * Preparation Of Attendance Sheet.
- * Production Reports Analysis.
- * Warehouse Handling.
- * Liaison With Transport/ Courier agencies, finalise Courier Document
- * monitor staff/ Workers
- * Check Sales invoice and all Relevant authentic document against respective PO
- * Dispatch planning, Preparing GRN, Stock Statement
- * Original dispatch document courier to customers
- * Send dispatch Detail daily basis to customer
- * Preparation of pending order list for next day
- * Handling All type of Dispatched related work
- * Handling Despatch Department
- * Checking and clearing the bills for releasing payments to various parties
- * Maintenance Accounting at Entry Level
- * Handling all Office Related Works.

Above Information are true to the best of my knowledge.

(AJITKUMAR R. SOLANKI)
