

RESUME

BHAVIK THAKOR

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Job Objective : To prove my abilities in growing organization. I want to secure the higher position in a good organization. A nature flair for getting along with people, to work as team, keen interest in learning the job, with initiative and quick grasp, and importing the skills so acquired, in a congenial way, strongly believe in putting, diligent and innovative efforts to excel.

Professional Synopsis

- Skilled in handling large workforce, maintaining peaceful & amicable work environment in the organization, and in initiating measures for the benefit of people in the organization.
 - Willingness to learn new systems and can adapt to new environment and new people.
 - Proficient in developing & streamlining systems with prove ability to enhance operational effectiveness within time & quality parameters.
 - Excellent interpersonal, communication and organizational skills with proven abilities in customer relationship management and planning.
 - Managing all kind of daily, weekly, monthly reporting.
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Organizational Experience (Current)

- Currently working as a **Warehouse Executive** with **Safex press India Pvt. Ltd.** which is a business house in fields of Cargo Service Industries (Logistics, Cargo, VMI- warehouse).
- Period : From March-2010 to till Date.
- **Handling customer A/c -**
 1. **Larsan And Toubro Ltd – (switch gear)**
 2. **Pepe Jeanse**
 3. **H P India Pvt ltd**

Role : Warehouse Executive

- Control the were-house function & ensure that all procedures are relevant and up to date.
 - To ensure the Inward - Outward, and were-house procedures are carried out as per set procedures and rules.
 - To assist and advice the operational staff on operational related matters.
 - Responsible for supervision of front desk administration, Point of dispatch, customer interaction & services.
 - Daily create invoices in system as per allocation & dispatch same to customer.
 - Informing all concern to about Dispatch details on daily basis.
 - Keep maintain of daily Inward- outward records & validation of documentation.
 - Keep tacking stock on monthly cycle.
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Previous Experience (1)

Jul.2007 – March.10

Rimi Distributors (C & F Agent of Zydus Cadila Health-care Ltd) DC In-charge

Role:-DC In-charge

- Maintaining stockiest account.
 - Attending stockiest & handling bank a/c.
 - Creating invoices as per allocation.
 - Receive material & make GRN after physically checking of goods
 - Dispatch all invoices & Sample to customer & Sales person as per allocation.
 - Taking stock & maintaining same with System & physically on weekly basis.
 - Maintaining the register of In-ward & out-ward goods & inventory control.
 - Informing all concern about dispatch details on daily basis.
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Previous Experience (2)

Azure Customer care (BSNL) – Customer Executive

Role:- Customer Executive

- Attending Customer Accounts queries and maintain all complain data.
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Education :-

- B. Com Graduation From Gujarat University in April-2006.

Professional :-

- 2 years (N.C.V.T) certificate course with 72% From Sarkhej I.T.I.
- 3 Months (F.A.S) Certificate course in Computers From Sarkhej I.T.I.
- 3 Months (D.T.P) Certificate course in Computer From Sarkhej I.T.I.

Personal Information

Father Name :- Bhavik Maheshbhai Thakor

Date of Birth :- 14 February 1985

Marital Status :- Married

Mailing Address :- 97/08, Opp- Spectacle Factory,
B/h- S.M.School, Kharakuva,
Sarkhej, Ahmedabad-382210.

Qualities :- Programmatic Approach & foresighted
Team work Spirit.

Date :-

Regards,

Place :-

(Bhavik Thakor)

Current C.T.C :- 20142.00 (P. M)

Expected :- + 35 %

