

VIPUL M. RAVAL

B/156,, KARNAVATI NAGAR,
B/H, SWAMINARAYAN TEMPLE,
NR. BAPASITARAM CHOWK,
NAVA NARODA, AHMEDABAD.

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CARRIER OBJECTIVE:

To work in a challenging environment, where I can employ my commercial knowledge gained from my education and industrial experience.

ACADEMIC DETAILS:

- April 2001 :B. Com (Business Management), Gujarat University
- March 1998:H.S.C.(Commerce),G.H.S.E.B.
- March 1996: S.S.C. G.H.S.E.B

PROFESSIONAL EXPERIENCE:

- ❖ **Ocean Steels Pvt. Ltd.** : [Duration: September – 2019 to Till Date]
[Designation: Asst. Manager - Commercial]
Ocean Steels Pvt. Ltd. is one of the leading manufacturers of Stainless Steels in India.
- ❖ **Ravi Enterprises.** : [Duration: April – 2007 to August – 2019]
[Designation: Asst. Manager - Commercial]
Ravi Enterprises is one of the leading manufacturers of PVC Films (Lamination & Shrink) in India. It is a group of five subsidiary firms in different name having overall turnover of 36 Crores.
- ❖ **Gujarat Techno castings Pvt. Ltd.**:[Duration:Aug.-2001 to Mar- 2007]
[Designation: Commercial Executive]
Gujarat Techno Castings Pvt. Ltd. is one of the leading casting Company exploring its business to all over India.

➤ **Nature of Work:**

Export:-

- Export Dispatch documents preparation (Invoice, Commercial Invoice, Packing List etc.)
- Survey Report
- Self-Sealing intimation in department
- Physical Checking of Container
- Container Loading and Sealing
- Container Photographs recording

Purchase :-

- Raw – Material purchase
- Engineering item and misc. purchase
- Rate quotation and comparison
- Generate purchase order
- Track records of Purchase and pending materials
- Purchase register maintain.

Stores :-

- Production Entry in Inventory.
- Daily Stock Reporting.
- Rejected material send back with debit note / Invoice.
- Verification of Goods Receipt cum Inspection Reports.
- Maintain for Stock Ledger of Raw Materials and Finished Goods
- Making Indent.
- Maintain of Store inventory (Raw Material Finish Goods & Semi finish Goods).
- Minimum Maximum Maintain.
- Material Stored Proper Place.
- Consumption Entry in Inventory.
- Bin Card Maintain.

Material Management :-

- To keep close watch on Non-Moving items and Slow - Moving items giving details of the same to the management.
- Stock reconciliation Physical vs. System stock.
- Receipt & issue of the raw material, Packing Material & general items to relevant section of Production, QC & Maintenance Department.
- Maintaining stores as per latest Material Management Standards
- FIFO/ LIFO
- Maintained inventory records, stock orders, scheduled deliveries and invoicing.
- Responsible for completing daily, weekly, monthly management report on overall Dispatch Performance.
- Daily Dispatch Reporting to the Management.
- Checking Dispatch Material (Like, Weight, Code, Related Papers, Quantity Etc.)
- Physically Check Weight of all dispatch material.
- Record All Papers from transporters.

Sales :-

- Provides assistance to sales management, for the preparation of weekly / monthly sales reports.
- Responsible for managing the counter sales, verifying sales orders, tracking daily orders and reviewing product delivery status.

Dispatch :-

- Responsible for Dispatch Planning & Control.
- Monthly Dispatch Delivery Schedule
- Preparing Invoice and Delivery Challan .
- Making a Job Work Challan.
- Checking dispatch Quantity before Loading & after Loading.
- Fill up all forms related to dispatch.

Logistics :-

- Co-ordination with transporter.
- Freight negotiation and finalized
- Physically checking Dispatch Material with Packing Slip.
- Record Dispatch Material Receipt(Physical & Computer Both).

Admin :-

- Accounting work like Sales, Purchase, Bank, J.V., Cash etc. entry maintain in computer.
- All Admin work.

COMPUTER PROFICIENCY:

- Windows XP, MS. Word, Excel, Microsoft Outlook.
- Knowledge of Tally (GST) and ERP Software.

PROFESSIONAL STRENGTH:

- Good Communication Skills
- Quick learning ability, goal oriented, focused and team player
- Ready to face challenging tasks, ready to cope as per the time constraints
- Flexible and responsive in face of the demanding situations
- Self motivation power, self initiative

PERSONAL PROFILE:

- **Name** : Vipul M. Raval
- **Father's Name** : Manubhai Raval
- **Date of Birth** : Dec. 20th 1980
- **Language Known** : English, Gujarati, Hindi (Read, Write & Speak)
- **Gender** : Male
- **Interest & Hobby** : Surfing Net, Visit new places and Meeting new people.
- **Marital Status** : Married

PRESENT SALARY. :→ Rs. 35,000/- PER MONTH CTC

EXPECTED SALARY. :→ NAGOTIABLE

Place: Ahmadabad

Vipul M. Raval