

## **PARIKH VEEKRANT YATINKUMAR**

Mobile: +91 6359665737

E-Mail: veekrantparikh90@yahoo.com



### **OBJECTIVE**

To be a part of and provide the best of my talent to the highly professional organization and to contribute most of my skills to achieve both Organizational as well as Personal goals.

Seeking a career in a progressive and growing organization where my education & experience will have valuable application.

### **SUMMARY**

- 1+ Years Experience in Purchase in H.A Enterprise, Ahmedabad-India.
- 5 Years Experience in Sales & Purchase in Shahensha Building Materials LLC (DUBAI)

### **CAREER RECITAL**

**Year : Jan 2019 – Present**

**H.A Enterprise  
Ahmedabad, Gujarat-India**

**Sr.Purchase Executive**

#### **MAIN DUTIES :**

- Purchase of materials as per the requirement with the best rate.
- To send the Inquires & close the order within timeline.
- Responsible for arranging the customised items in proper time & Quality.
- Maintaining the sheet of status of pending orders & ongoing orders.
- Follow up with vendor about the delivery of orders placed.
- To prepare & send the vendor Purchase order.

Year : JAN 2013-FEB 2015

SHAHENSHA BUILDING MATERIALS LLC

Sales & Purchase  
Coordinator

NOV-2015-Nov-2018

Dubai-UAE

### MAIN DUTIES:

- To Generate Sales by Phone and E-Mail.
- To respond quickly and efficiently all incoming enquiries by Telephone, E-mail and Fax.
- Sending sales quotations to the companies promptly.
- Attending Customer face to face or by phone or E-mail and to develop new customer in order to increase the Sale.
- Purchasing of materials from the market by negotiating of prices.
- Arranging delivery of materials on proper time.
- Data Entry of day to day Purchase of material and Stock dispatched from Warehouse.
- Preparing Sales Invoice & also Custom Invoice for Cargo clearance.
- Filing of documents in order(Sales Invoices/Cargo Receipts/Bank Statements/Quotations)
  - Maintaining Stock Sheet.
- Responsible for maintaining proper stock and to keep all the materials in appropriate manner in Stores.
- Daily report to M.D. of Purchase and Sales of materials.

### ACADEMIC CREDENTIALS

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<b>M.B.A (Marketing)</b> Monad University, India	<b>71 %</b>	<b>2010- 2012</b>
<b>B.COM</b> G.B.Shah college of commerce Ahmedabad	<b>60.67 %</b>	<b>2007- 2010</b>
<b>H.S.C (GHSEB) From Ankleshwar</b>	<b>50.71 %</b>	<b>2007</b>
<b>S.S.C (GSEB) From Ankleshwar</b>	<b>55.43 %</b>	<b>2005</b>

### Certification Course

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- Import Export Certification course from Ahmedabad Management Association.

## STRENGTH

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- Ability to learn and absorb new concepts.
- Self-confidence.
- Smart working.
- Throughout English Medium Student.
- Having good command over MS Office,E-Mail.

## PERSONAL DOSSIER

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**Date of Birth** : 25<sup>th</sup> May 1990  
**Address** : B-24,Vachnamrut Bungalows, Behind G.E.B.office,Ankleshwar-393001 District: Bharuch, Gujarat–India.  
**Nationality** : Indian  
**Known Languages** : English, Gujarati, Hindi  
**Passport Number** : H3578704

## DECLARATION

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I hereby declare that the above mentioned information is correct to my best knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Yours truly,

**Veekrant .Y. Parikh**