

Resume

**PALAK RAMANLAL GAJJAR**

A-606, Shri Rang Height,
Nr. Gor no Kuvo, Maninagar (E)
Ahmedabad-380008 , Gujarat . INDIA

OBJECTIVES :-

Motivated Logistics Officer successful at managing customs compliance inventory control customer service and transportation logistics. Excellent problem solving and interpersonal skills. Focused on developing and implementing process controls and quality improvement initiatives that reduce costs and increase company revenue. Motivate the logistics team, Inventory track, warehouse operation management etc.

EXPERIENCE :-

**Pidilite Industries Ltd (Bluecoat Divison)
(Mfg of Wood Adhesive & Chemical)**

**Ahmedabad , Gujarat
Sept, 2014 - Continue**

Designation – Logistics Officer cum warehouse incharge

- Responsible for ensuring the goods reach their destination on time and for being the main point of contact for all logistics related matter and timely arrange for vehicle. Building up relation with the distributors or dealers. Small knowledge of 3PL
- Communicated with dispatchers warehouses and customers regarding outgoing orders.
- Negotiation with suppliers, Vendors , Transporters etc for rate , material supply schedule etc
- Minimized damage and repair costs through careful management and preventive maintenance.
- Deeply apply EHS rules for Safety and maintain 5S point in warehouse
- Timely submission of all data to H.O and discuss the problem with senior.

**Bluecoat Pvt Ltd
(Mfg of Wood Adhesive & Chemical)**

**Ahmedabad , Gujarat
June, 2010- Sept, 2014**

Designation – Account Executives

- Responsible for all accounting activity and other activity work for five branches (stock verification , Expense voucher verification, pass the journal entries, TDS entry, VAT entry , Bank reconciliation , Debtors reconciliation, make the payment entry etc), All the transaction entered Tally 9. 4.5 ERP version.
- Solve the auditors query for all the five branches transactions etc.and visit the branches within three months for audit and other purpose.
- I have small knowledge of Service tax.

**Induction Powermelt Pvt Ltd
(Mfg of Induction Furnace)**

**Santej, Gujarat
May-2007 to 2010**

Designation – Computer Accountant

- Making sales bills, Debtors ledgers Reconciliation, Payment, Receipt follow up, Journal Entries, Reconciliation , Maintain General Ledger, prepare salary sheet in excel etc
- Prepare of Vat form 201 A& B, commission statement . E-filing of TDS, FBT, etc.
- Making a 24 Q and 26 Q in Excel sheet and Form 16 and 16 A

- Collect form 'C'

**Eelectro Ferro Alloys Pvt Ltd
(Mfg. of Ferro Alloys)**

**Ahmedabad, Gujarat
May, 1999 to 2006**

Designation – Assistant cum Office In charge

- Making sales bills, Debtors ledgers Reconciliation, Payment, Receipt follow up, Journal Entries, Maintain General Ledger.
- Calculation of commission, TDS, Contract etc
- Collect form 'C'
- Knowledge of Dispatch Procedure etc .
- Also experience in Sales and Marketing for One and half year and

EDUCATION :-

**H.K Commerce College ,
Gujarat University, Gujarat , India**

June, 1996

- Bachelors of Commerce,
(Main subject Advance Accounting and Auditing.)
- I have Attend certified **Export Import** Classis 5 days a week at
Ahmedabad Management Association (AMA)

SKILL :-

- Developing and implementing continues improvement in logistics and warehouse operation .
- Also knowledge of administrative and clerical and accounting procedure.

PERSONAL DETAILS :-

Date of Birth	:-	5 th Jan, 1975
Birth Place	:-	Sihor (Dist. Bhavnagar)
Contact	:-	+919925471201
Email	:-	Palakgajjar75@yahoo.com
Marital Status	:-	Married
Sex	:-	Male
Nationality	:-	Indian
Religion	:-	Hindu

Date :-

(Palak Ramanlal Gajjar)