

Resume

Personal Details

Name - RAVIKUMAR KIRITBHAI VADHAVANA
Date of Birth - 12, 08, 1994 Age - 29 years
Contact No - 9913005014
E- Mail - ravirajkumar66@gmail.com
Gender - Male
Nationality - Indian
Address - 8/A Ashravipark, Suminnagar, Vastral 382418
Ahmedabad Gujarat
Religion - Hindu
Languages Known - English, Hindi, and Gujarati



Qualification

| Education | Board/University | Year of Passing | Percentage |
|------------------|--|-----------------|------------|
| S.S.C | Gujarat secondary Education Board | 2009 | 53% |
| B.C.C. | I.T. I | 2012 | A |
| I.T.B.C. | I.T. I | 2012 | A+ |
| TallyErp9 | Private | 2013 | A |
| H.S.C (B A) | Gujarat higher secondary Education Board | 2015 | 62% |
| Bachelor Of Arts | Gujarat University | 2022 | Second |

Computer Knowledge

Windows Operating System, MS Office, Desktop Publishing, TallyErp9, SAP, Focus, Busy Win, Microsoft Dynamic AX, Oracle, Adobe Acrobat Reader Pro, Google Sheet, Microsoft Dynamic365

Work Key -

Account & Dispatch (Stock Management), Office In charge, WH In charge, Supply Chain, Transportation, Better speed writing,

Better presentation reporting, faxable time work.

Work Experience

1 - Vodafone communication – 01 June 2012 - 10 April 2013 - Ahmedabad

Customer Service Representative

Salary - 7500 / Month

Work Experience - 11 Months

Resume

2 -Zeal Enterprise - Ahmadabad

WH In charge At Ahmadabad Location

From Dated 15 April 2013 to 15 Nov 2017

All Order Billing and check out Proper dispatch and handling all WH work and Office Work in limited time, Bank Cheque deposit reporting, Inward report, sales & Sales return Report, Pending Work Inform, Reporting with daily bases

Management. patty cash handling, And WH management, Office work

Salary – 14200 / Month + 1 salary incentive + 1 Salary Bonus

3- IP integrated Services Pvt Ltd

Ass. WH In charge – Anchor Electrical Pvt Ltd. - Bareja

From Dated 16 Nov 2017 to 31 May 2018

Manpower Management, Order FIFO maintain, GRN, Team Leader, Teamwork,

Handle whole 30sp WH with stock accuracy and Time to Time work.

Patty Cash Handling, Management, WH Management, Stock Management as per Kaizen, Stock Forecast, Stock Categorise, Staff Management, Office Admin Work, Complain Register maintain, Supply Chain Management, Documentation, Digitalization, and supportive work.

Salary 16500 / Month OH + 2 Salary Incentive + 1 Salary Bonus

4- Zeal Tradelinks Private Limited (Super Distributor of DowDuPont's Corteva Division)

Account Executive / CSR / Purchase Officer – Corteva Agriscience (Division)

From Dated 01 June 2018 to Continue (5.5 Year work Experience)

Customer Documentation, Customer Onboarding, Customer Service Representative, Customer Master Handling, Chennel Finance, Sales, Customer AR Management, Vendor Master Management, Tax Valuation, MIS Reporting, Worker Daily TER, Aset Management, Team Work, Digitalization, Office Admin, Purchase Management, Purchase Return Management, Replacement, C to C Transition, Account Management, Expense & Payment, Bank Reconciliation, Purchase Reconciliation, Vendor Ledger Reconciliation, Internal Auditing, CN DN Working, ETC.

Salary 32917 / Month OH + 2 Salary Incentive + 1 Salary Bonus

Achievements

Got an Award & Certificate on year 2021 from Corteva Agriscience India Private Limited for completing Purchase work within Time limits***

Total Work Experience - 11.5 Year***

Thanking You...
