

Vimlesh Pramodchandra Doshi

71, Cotton Chawl, Panjarapole, Relief Road, Ahmedabad-380001

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Accomplished Assistant Logistics Manager & Warehouse Manager & Warehouse Coordinator, Assistant Manager (Finance) with over 10 years experience in dealing with various goods. Possesses good organizational and interpersonal skills. Successfully managed warehouses, including setting up, provide training to Executive, Supervisor and Account manager.

Core Skills

- Possesses thorough knowledge of logistics.
- Expert and highly experienced in warehousing functions.
- Ability to effectively deliver time sensitive assignment and projects.
- Strong motivational skills and excellent team player with leadership qualities.
- Possesses positive and proactive attitude towards any work assigned.
- Excellent communication skills.

Career History

(1) Indian Home Variations & Distributions LLP, MUMBAI

Sr.Executive Logistics & Warehouse (10th Feb 2010 To March,16)

Distributor all over india CORELLE

(2) Kanchan Pharma Pvt.Ltd, AHMEDABAD

Asst Manager (Finance) October'16 Onwards)

Responsibilities

- Planning & Setting up 20000 SFT Warehouse at Ahmedabad.
- Set up functions of warehousing and logistics all over India.
- Provide training to staff.
- Managing the Stock movement in excel.
- Implementation of ERP with ERP team & COO.
- Identify, select & supervise Logistics partner for stock movement local & national level.
- Controlling day to day activity of Mother Warehouse like Inward, Outward.
- Purchasing of consumables for Warehouse.
- Making the data for sale return and E-Return.
- Checking the Octroi and Freight bill of Transporter.

- Tracking the shipment which dispatch from Warehouse and follow for the same.
- Looking the dispatch of E-Comm Channel Such as Home Shop 18, Jabong.com, Myantra.com, ebay.com, Ninelabel.com.
- Accounting Conversation & their Importance
- Journal Entries & Ledger Posting
- Types & Rectification of Mistakes
- Bank Reconciliation
- Finalization Of Accounts : Trading Accounts , p & L A/c and Balance Sheet
- Understanding of GST (CGST/SGST/IGST)
- Accounts & Records
- Online Payment of Taxes , TDS , ESI , PF, PT , Advance Tax
- Internet Banking

Achievements

- Timely and successfully set up of Warehouse with 3PL.
- Successfully manage the stock & Billing of sales in excel.

Educational Qualifications

- **B.Com** from Gujarat University in 1992
- **Computers** – hardware and networking technology ,Excel , Word, Tally ERP
- **Additional Qualification** : knowledge of book of account , Monthly sales tax return, Yearly IT Return , Company audit, GST , Online Payment to vendors.

Personal Information

Date of Birth: 3 rd November 1972
Languages known: English, Hindi, Gujarati
Hobbies: Reading, Travelling