

To,
HR Department.

Sub : Application for the position of Assistant.

Dear Sir,

With reference to the subject cited above I have come to know that there is vacancy in your organization for above position. I would like to submit my resume for suitable position

Presently I am working with Sanghi Cement Ltd. from Dt. 22/04/2014 . If I have given a chance to serve in your esteemed organization I assure you, that I will perform my duties with sincerely.

Submitting for your kind perusal pl.

With Best Regards,
Vivek Barad

RESUME

NAME :- BARAD VIVEKKUMAR MANUBHAI
DOB :- 21/06/1992
MOB NO :- 9712949875
EMAIL ID :- baradvivek121@gmail.com

◆ **OBJECTIVE :**

To work with a professional organization where creative, challenging and innovative work culture is carried out and also which can provide me my carrier development.

◆ **ACADEMIC QUALIFICATION :**

<i>Examination</i>	<i>school/college</i>	<i>board/university</i>	<i>Passing year</i>	<i>percentage</i>	<i>Mejar sub.</i>
<i>S. S. C.</i>	<i>Nalanda Madhyamic Sankul, Kodinar</i>	<i>Gujrat</i>	<i>MARCH 2007</i>	<i>81.38%</i>	<i>ALL</i>
<i>DIPLOMA IN COMPUTER ENGG.</i>	<i>A.V.P.T.I Collage,Rajkot</i>	<i>Gujrat</i>	<i>JUNE 2009 TO OCTOBER 2012</i>	<i>74.00%</i>	<i>ENGLISH</i>

◆ **CARRIER OBJECTIVES :**

To work with an exemplary organization, which provides ample chance to work for the development of myself and the company served.

◆ **SOFTWARE SKILLS :**

OPERATING SYSTEM: DOS, Windows 98/2000/XP, Windows7
PACKAGES: MS Office, PowerPoint, Excel..

◆ **PROFESSIONAL EXPERIENCE :**

Currently working in Sanghi Industries Ltd(Cement Division).
From: 22nd April 2014 To Till Time In Store Assistant As Store Department.

◆ **JOB PROFILE RESPONSIBILITY:**

WORKED IN A STORE:

- Worked at general store in a material issue section.
- Daily record maintain is SAP system & manually register maintain.
- Daily report to A G M (Comm&stores Dept.)
- GRN and TRASFER Posting in SAP System for Incoming Raw Material Lignite, Gypsum, Flyash And Imported Coal etc.
- Submission of document of Raw Material Received to Main Store Department on Daily basis.
- Transporters Bill Checking & verification.
- Physical Verification of Raw material & Stores Items.
- Maintain Record for Material wise Received and Consumption Report.
- Work in a weighbridge
- Daily status Report from weight bridge of Vehicle received of Lignite, Imported Coal,slag,cement & Other's Materials.

WORKED IN A LOGISTICS:

- Allocation of available orders among the authorized transporters.
- Responsible for all cement dispatch activities as per the systems and procedures lay down by the Company.
- Co-ordination with Transporters for order to order monitoring and execution and delivery of material within the stipulated delivery schedule.
- Follow up with Transport Contractors to ensure placement of trucks as per the dispatch requirement to meet the dispatch schedule
- To check the loading slip for its correctness for ODDI, customer/consignee, product, type of packing, quantity, delivery schedule, etc.
- Vehicle assigned as FIFO basis.
- Maintaining Shift wise 02 hrly report for looking packer efficiency.
- Checking invoices, excise Duty ,freight, Qty,truck No. Transporter Etc.
- Co-Orination With packing ,Electrical,Qc,CCR,Transporter etc.
- Planning for Ship loading and Co-Ordination With Shipping Department
- Planning for Export Despatch ,Mundra ,Kandla Etc.
- Handling clinker dispatch inbound dispatches.
- Supervision Of Weighment Of Vehicles At Autometed Weigh Bridge.
- Working as Preparation of invoices, Gate pass, DO and Trucks movement operation.
- Co-ordination with transporters for order to order monitoring and execution and delivery of material within the stipulated delivery schedule.
- I also Co-ordination with packing plant and production department.

- Follow up with transporters, contractors to ensure placement of trucks as per the dispatch requirement
- Preparation of Shift wise daily and monthly report.
- Daily report to A G M & (V.P.) (Logistics Dept.)
- Maintain Government of gujrat, rajashtan, madhya pradesh form.
- Form 402 is Government of Gujrat, 47A form is rajashtan government
- Form 49A is Government of MP.
- All the form are maintain in online site of state government.
- I also maintain to ARE1 form in exice.

◆ **Lines about Me:**

I am a good hard worker.

I have Perseverance. Also Focused, Approach and Strong Will.

I am a good listener and self decision maker.

◆ **Personal Strength:**

Highly organized and dedicated with a Positive Attitude.

Good grasping skills, self motivated and Willingness to learn.

◆ **Hobbies:**

learning

cricket

Football.

Music

◆ **Soft Skills:**

Good listener and learner.

Adaptive to change. Self-starter.

Good team player.

◆ **Personal Information:**

Name : Barad vivek

Father's name : Barad Manubhai

Date of birth : 21/06/1992

sex : Male

Nationality : Indian
Address : Village :- Gohilnikhan
Tal. :- Kodinar
Dist. :- Gir Somnath
Pin. No:- 362720
Marital status : Married

Language known : English,Hindi,Gujrati

Expected Salary : Negotiable

◆ **DECLARATION:**

I certify that the foregoing information is correct and complete to the best of my knowledge & believe and nothing has been concealed.

Date:-

VIVEK BARAD