# Profile Summary



**Akshay Patel**

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Location Icon For Resume #56066 - Free Icons Library Gandhidham-Kutch

|  |  |
| --- | --- |
| Experience  6.4 Years | Education  B.COM  Diploma(CE) |

Core Competencies



**Good Communication**

**Good Catch SOP**

**Manpower Handling**

**Stock Audit**

**Warehouse and Dispatch – Commercial & Logistics**

**Advance Excel**

**SAP Hana**

Soft Skills



**Team Work**

**Collaborator**

**Negotiation**

**Communication**

**Decision**

**Making**

**Market Analyzation**

**Leadership**

* SAP Module Good Knowledge.
* Dispatch Planning Daily Basis Export and Domestics.
* Good Communication with HO and Internal for BOE, Order, SO, PI,
* Daily Prepare and Update in BOE Reports.
* Coordinate with CHA, Shipping Line and Transporter for Timely Dispatch from Plant and also Negation Freight.
* Prepare Document for Dogmatic – Domestics Invoice, Job Work Invoice, Scarp Invoice, Packing, E-Way etc., All Invoicing in SAP.
* Prepare Document for Export – Tax & Commercial Invoice, Packing List, DECC Annexure, E Way Bill, Gate Pass.
* Prepare Dogmatic and Job Work Invoicing, Packing List, Gate Pass.
* Invoicing File to CHA for Shipping Bill Propose.
* Loading after Create Packing List and Send to QC for COA.
* Good Knowledge in Material Palletization, Rapping, Tapping, Container Fumigation and Belt Lasing.
* Good Knowledge in Inco-Terms, Air and Sea Shipments, POD, POL, Exchange Rate, Freight, HSN Code, Material Discerption, GST
* FG Stock Physically Checks on Daily, Monthly and Yearly Basis.
* Maintain the Inventory of all Types of Materials in FG.
* Maintain Daily Reports MIS Reports, Sales Reports, Dispatch Reports, Stock Reports.
* Good Communication Departments, Vender and Service Provider.
* Good Knowledge Daily Production Storage Space Management.
* Prepare and Follow up Inward, Outward, NRGP, RGP.
* Dispatch Material and Supervision of Loading and Unloading.
* Stock Planning for FIFO, Bin Posting and Reject Stock Transfer.
* Custom Clearance, Exim Documentation, Advance Licensing, DBK Etc.,
* Warehouse Housekeeping, Safety Labor Monitoring.
* Good Communication & Negotiation Skill for Raw Material.

# Work Experience

## Mar’15 – Still Now Welspun India Ltd. – Anjar, Kutch **Warehouse & Dispatch (Commercial and Logistics) SR. Executive** Apr’14 – Mar’15 Texploy Impex. Dispatch Assistance

Key Result Areas

* **Soft Communication with HO and Internal Departments.**
* **Dispatch Planning.**
* **Commercial Documents.**
* **Warehouse Maintained.**
* **Housekeeping and Compliance.**
* **Inward and Outward Material.**
* **Good Arrange in Vendor and Service Provider.**
* **Sap and Advance Excel.**
* **MIS Reports – Sales, Dispatch, Logistics, BOE, Etc.,**
* **Export and Domestics Dispatch Plan and Documentation.**

# Certificates

* Best Work Awards in 2017 Welspun India Ltd.

# Personal Information

**Date of Birth:** 20th July 1991

**Marital Status:** Married

**Languages Known:** English, Hindi &

Gujarati

## **Hobbies:** Reading, Writing, Sketching and Travelling

**Address:** 455,9B, Bharatnagar,

Gandhidham, Kutch - 370201

# Family Background

**Date: -**

**Place: -**

|  |  |
| --- | --- |
| Father’s Name | **Ramesh Bhai. A.Patel** |
| Mother’s Name | **Meenaben.R. Patel** |
| Wife Name | **Jalpa Patel** |
| Children Name | **Mivaan Patel** |

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# Academic Details

* + **2010:** 10th  Completed.
  + **2011:** Diploma inComputer 1 Years.
  + **2013:** 12th Commerce.
  + **2021:** Bachelor of Commerce Completed.

# Strengths

* + Work Oriented.
  + Self Confidence.
  + Ability to Work Both Independent and in Team Environment.
  + Good Team Work.

**Akshay Patel**

**Signature**