**RESUME**

**Teli Bhaumik Bhupendrabhai**

A/7, Aditya Apartment,

Opp. Rushabh Flats,

Fatehnagar, Paldi,

Ahmedabad – 380007

Email:-bhaumikteli@gmail.com

Mobile No.: 98242 61922, 96015 67995

**Personal Details**

Date of Birth: 17th July, 1978

Sex: Male

Religion/Cast: Hindu (Jain)

Marital Status: Married

Languages Known: English, Hindi and Gujarati

**Educational Qualification**

 I have Passed H.S.C. Examination from Gujarat Board Secured 1st Class (67%)

 I have passed my B.com Examination from Gujarat University, Secured Pass Class (50%)

**Computer Software Known**

WINDOWS, MS-OFFICE, ERP (Own Made Software), E-Mail, Internet etc.

**Job Related Experience**

**1) Organization** : **M/s. Saral Controls, Ahmedabad.**

Duration : 01-06-1999 to 26-02-2003

Designation : Excise Assistant

Engaged In : Mfg. & Trading of PLC Based Controls Panel

**2) Organization : M/s. PHARMALAB India Pvt. Ltd., Ahmedabad.**

Duration : 01-09-2003 to till date ….

Designation : Stores Keeper

Engaged In : It is renowned for Manufacturing of Various type of Pharmaceuticals Process Equipments like different types of Mixing Vessels, Pressure Vessels, Heat Exchangers, CIP & SIP Systems, Sterilizers, Multi Columns, Piping for Distribution Systems.

**Specific Knowledge and Work Profile:**

1. Day to day operation of the stores work like handling and monitoring receipt all inward materials in store, receiving inspection, proper location wise storage, daily materials issue, store verification, store accounting work, stock excise records like
2. Daily Stock register Like

RG-Part I, Part II

Annexure IV (For Labour Work)

Annexure V (For Labour Work)

57 F(4) Challan Books (For Job Work)

Subsidiary Challan Books Annexure – IV (For Job Work)

1. Maintaining of Minimum & Maximum level.
2. Tracking on issuing of material as per FIFO Method
3. To maintain the scrap and rejection register.
4. To maintain daily GRN Inward & Material Issued, Production & maintains Record for Job Work.
5. To assist in various audit conducted by Company and also form outside

I.E.:

Conducting stock audits.

statutory audit of the company

Account Dept. Audit of the Company

Excise Dept.

**Notice Period: At least One Month**

Yours Truly,

Bhaumik Teli