**CURRICULUMVITAE**

Name of Candidates : Hedau Kamlesh Mahadevbhai

Communication Address : B-15 Pramukhdarshan Appartment

Karnavati Park Road, Near Baroda X-Press Way

CTM, Ahmedabad : 3800026

Name of the Post Applied : Store & Purchase

Job Related Skills : Receiving store receipt of material physically checking the

Material checking the quality & Quantity of material and

Giving acknowledgement to vendor on challan & making

GRN Entry & Resolve all issue about GRN

Category : Store / Purchase

Years of Experience : 16 Years

Nationality : Indian

Religion : Indian

State : Gujarat

Gender : Male

Date of Birth : 4th July 1976

Marital Status : Married

Higher Qualification : B-Com

Mobile No. : 9723285644

Email ID : [hedau708@gmail.com](mailto:hedau708@gmail.com)

Work Experience : Overall 16 years’ Experience Store & Purchase

1. Shalin Hydraulics – Vatwa Ahmedabad

Roll : Store Keeper & Purchase Executive

1st January 2005 To 29th August 2014

1. Pressure jet System Pvt Ltd – Vatwa Ahmedabad

Roll : Store & Purchase Executive

13th Sept. 2014 to 31st Dec. 2020

1. Ocmi Glass Machinery India Pvt Ltd – Vatwa

Roll : Store Sr. Executive with purchase handling

17th January 2020 to till date

Job Profile

\*\* Receiving store receipt of material physically checking the material checking the quality & Quantity of material and giving acknowledgement to vendor on challan & Making GRN Entry & Resolve all issue about GRN

\*\* Keeping material properly stacking the material at proper location with help with help of ancillary staff

\*\* Material Receipt as per supplier invoice & material posting to inventory stock making GRN entry to system

\*\* All material checked & tagged of identification & kept in respective store location & handover this material to QA for inspection purpose

\*\* Issue material to workshop for machining & assembly as per orders Out bonded material from inventory stock after issuing as per order

\*\* Looking at inventory control & involved in inventor audit & material storage at defined storage area & issue material on production line as per Plan.

\*\* Create and maintain styles and worksheets within proprietary system

\*\* Responding in a timely manner to internal inquiries

\*\* Processing internal requisitions for PO creation, as required

\*\* Respond in a timely manner to internal inquiries

\*\* Develop ideas, provide inputs and support the execution of continuous improvement objectives

Career Objective:

To Purpose a highly rewarding career seeking for a job in challenging & healthy work environment where I can utilize my skills & knowledge efficiently for organizational growth.

To work in a globally competitive environment on challenging assignment that shall yield the twin benefits of the job satisfaction and a steady paced professional growth

Yours Regards

Hedau Kamlesh