**Savan Y. Pandya**

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Savan Y. Pandya

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| Applied For Position | **Commercial Officer/Inventory Manager/Stock controller** |
| Objective | A position in a growth oriented organization where employee is great asset for the company and where my present sets of skill is utilized to reduce the production cost. |
| Summary Of Qualifications | * Above Thirteen (13) years of experience. * Co-ordination among floor worker to upper level management. * Planning, Vendor Finalization and Execution of software and Back-Office Data management. * Well suited for working in the team environment as well as self-starter. * Best performance under the pressure. * Good Communication Skill, Interpersonal, Computer Technical & Leadership skills. * Quick learner, technical troubleshooter, adaptation skill of change in environment is quick. * COMPUTER LITERACY * OPERATING SYSTEM : DOS, WIN 95,98,2000,XP, * FINANCIAL APP. : PRO,JINEE, , Logic, MS Axapta POSS * APPLICATIONS : MS-OFFICE 95, 98, 2007, XP,   INTERNET   * HARDWARE : All Software Installations, Computer   Assembling & Quick Trouble Shooter. |
| Date Of Birth | **12-09-1981** |
| Education | S.S.C. |
| Employment | * Currently working with Glam Clothing Co.   WAREHOUSE MANAGER   * Coordination among upper level management and lower level management through different types of MIS report. * Work distribution among the office workers. * Handling office works and maintaining inventory. * Strategic planner for the company development program. * Coordination among sales persons and stocks. * Interacting to the manufacture and our clients company. * Giving Purchase order and maintaining stock report. * Sales billing and creating debit and credit notes. * Finding new scope for the company growth. * Being a part of the implementation of idea for the growth of the company. * Handling three different software’s during work. * Make Company corresponding in all over India.   **Dealing in Brands** – Free Authority, United Colors of Benetton, Garcon, ‘Tiktauli, Soie, Strawberry, Liberty world,   * Adani Township and Real Estate Co. Pvt. Ltd. As an assistant in F&A Back Office as a Executive. (3 Months) * Reliance Gems & Jewels Ltd.   **STOCK CONTROLLER – (SR. ASSOCIATE)**   * Supervisor for Data Processing, Documentation & Office Administration. * Responsible for handling gold and diamond Daily stock register and Stock Counting Counter wise Physical with Tag & Pcs. Match with Stock Report. * Being a part of the implementation of idea for the growth of the company. * Responsible for handling gold and diamond stock register * Finalization of work allocated by HOD. * Handling three different software’s during work. * Responsible for handling Old gold from customer. * Responsible for handling Spares for Customer Repairing. * Analyzing of data. (Inward / Outward).   **Take care of High Valuable jewelry Stock**   * Stock Indent. * Stock Mapping * Stock Inward * Stock outward   **Take care of Commercial activity (Banking, Audit)**   * Invoice Generation. * Invoice Audit. * Revenue Audit. * Cash/ Cheque / Credit Card tally with revenue & deposition. * Petty Cash   **Communication with HO**   * Communication with I.T. Team for software related Problem. * Communication with Order Team in Head Office for product Status. * Communication with After Sales Service regarding product repairing and retagging status & arrival status. * Coordination among upper level management and lower level management through different types of MIS report. * Trident Creation Pvt. Ltd. (Tanishq) TATA Product.   **SR. COMMERCIAL EXECUTIVE**   * Supervisor for Data Processing, Documentation & Office Administration. * Responsible for handling gold and diamond Daily stock register.   **To Take care of Commercial activity (Banking, Audit)**   * Invoice Generation. * Invoice Audit. * Revenue Audit. * Cash/ Cheque / Credit Card tally with revenue & deposition.   **To take care of High Valuable Jewelry Stock**   * Stock Indent. * Stock Mapping * Stock Inward * Stock outward     **Communication with company**   * Communication with I.T. Team for software related Problem. * Communication with order Team in factory for product Status. * Communication with After Sales Service regarding product repairing status & arrival status.   **Commercial issue resolution with corporate office.**   * FOREVER PRECIOUS JEWELLERY & DIAMONDS LTD.   SR. INVENTORY EXECUTIVE   * Supervisor for Data Processing, Documentation & Office Administration. * Responsible for handling gold and diamond stock register. * Finalization of work allocated by HOD. * Handling raw gold transactions and daily match with physical raw gold stock report. * Analyzing of data. (Inward / Outward). * Day By Day transaction reconciliation. With vendors. * CITI FINANCIAL (In Position of Credit Processing Agent) * Verify Customer Data. * Verify Customer Personal Loan Track. * Verify Customer References. * Verify Customers All Documents. * Verify Customer is eligible or Not for Personal Loan. * Mahadev Agency (ITC Distributor)   INVENTORY MANAGER   * Coordination among upper level management and lower level management through different types of MIS report. * Work distribution among the office workers. * Handling office works and maintaining inventory. * Strategic planner for the company development program. * Coordination among sales persons and stocks. * Interacting to the manufacture and our clients company. * Giving Purchase order and maintaining stock report. * Sales billing and creating debit and credit notes. * Finding new scope for the company growth. * Being a part of the implementation of idea for the growth of the company. * Handling three different software’s during work. * Make Company corresponding in all over India. * H R & Co.,   INVENTORY MANAGER   * Coordination among upper level management and lower level management through different types of MIS report. * Work distribution among the office workers. * Handling office works and maintaining inventory. * Strategic planner for the company development program. * Coordination among sales persons and stocks. * Interacting to the manufacture and our clients company. * Giving Purchase order and maintaining stock report. * Sales billing and creating debit and credit notes. * Finding new scope for the company growth. * Being a part of the implementation of idea for the growth of the company. * Handling three different software’s during work. * Make Company corresponding in all over India.   **Dealing in Brands** – Levi’s, Sykes, Dockers, Status-Que, Fried Water, Drop, Fashion News, West Wood, Numero-Uno, Anjjane, Upper Class, Indigo Nations, Scullers, Levi’s Sykes Junior, Reebok Junior, Denis Parker, Looks.  *During the Work have to also maintain our three another Sister Concern Firm named* ***M/s.Raj Agency****,* ***M/s.Lal’s Marketing****&****M/s.ShreeSai Apparels*** *too* |
| Languages Known | **English - Good**  **Hindi - Excellent**  **Gujarati - Mother Tongue** |
| Hobbies | Reading books, Computer, Watching TV, Playing football &Cricket, Social working, Helping disable people, |
| Current Salary | 2.60 Lacs P.A. |
| Expected Salary | As per your Organization’s Rules & Regulation. |
| References | References will be available upon request |