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| **Career Objective** |
| *To Work in a challenging professional environment & there by utilize my talents, skills& abilities.* |

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| **Organizational Experience** | | |
| **Rasna Pvt Ltd** | Regional Commercial Manager | 01-Jan -2017 To Till date |
| **Amira Pure Foods Private Limited** | Sr. Commercial  Executive | 23-Dec -2013 To 01-Jan -2017 |
| **Himalya International Ltd. ( Food Processing )** | Logistic Executive | May 2010 To Dec-2013 |
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| * **Working Experience** | |
| * Warehouse Management | * Preparation of : * Complete the Annual Inventory counting & Reconciliation in specified time limit. * ABC analysis of parts in warehouse & maintaining the warehouse inventory. * Conduct analysis of non-moving & slow moving parts on regular intervals * Managing stock-take and cycle count activities effectively. * Stock inward & outward, GRN * Stock stacking * Order Of Require Material & Supply of Material * Handling Vendor * Maintain all Record & follow up |
| * Logistics & Dispatch Operation | * Handling Transporter * Rate Negotiation. * Daily make sales & stock report. * Vehicle hired from market for dispatch . * Tax invoice generate & E-way bill. * Route settlement, Planning & Dispatch . * Monitoring packaging and logistics for Himalya International Ltd. * Dispatch planning and Labour handling. * Make the system for Quality check & inspection of received material. * Make the Plan for receiving of material according to urgency & regular route vehicles * Extensive knowledge of coordinating all of the entities involved in a supply chain * Knowledge of managing returns and rejections professionally & promptly with suppliers. * Extensive experience in the strategic planning and transportation of products. * Able to negotiating rates with local contractors * Planning of procurement, production, inventory control, logistics and distribution * Reviewing the performance of the supply chain and identifying areas that can be improved * Optimising all tasks and processes within the supply chain * Planning timetables for delivery * Stock loading & unloading in proper manner |
| * Accounting | * Accounting & Reporting in Tally ERP 9 & ERP of the company * General Ledger Scrutiny and Party Collection   Prepare GST Return R1 & 3B.   * Accounting & Bookkeeping, Operation Reconciliation Statement * Stock Statement * Checking Secondary claim * **Generate timely and accurate reports for analysis.** * **Implement and analysis data to create daily, weekly, monthly, and quarterly reports** * Prepared monthly Performance Status Reports. * Following up with business development team * Compliance Computation ,Checking and Reconciliation of TDS. |

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| **Academic Track** | | | |
| M.B.A | GUJARAT UNIVERSITY | 2010 | 52 % |
| B.B.A | H.N.G.U,PATAN | 2005 | 51% |
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| **Computer Proficiency** |
| * Well versed with MS Office. |
| * Working experience in Tally ERP 9 |

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| **Other Personal Detail** |
| Father’s Name : Bipinchandra P Jadav |
| Date Of Birth : 02-11-84  Personal Traits: Sincere ,Energetic , Systematic & Positive Attitude  Marriage Status : Married  Nationality : Indian |

PLACE : FROM

Ahmedabad JAY