

JAYRAJ VASANTBHAI MORI

Open to Work

Opp Sarvoday Society B/H Gopaldham ,Palitana, Gujarat, , India

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JOB SEARCH PREFERENCES

Work Status	Employed At Work
Job Search Progress	Open to Work



LOOKING FOR

Position Designation	Manager
Work Type	Full Time
Location	Rajkot, Ahmedabad, Bhavnagar
Expected Salary	12 Lakh +
Notice Period Duration	30 days



PROFILE

A dedicated and hardworking professional with a strong drive for learning and achieving, coupled with high energy and an excellent aptitude for organization and administration. Proven experience in managing customer interactions and handling high-volume workloads effectively within tight deadlines. I bring these skills to contribute value to the organization, aiming to make a positive impact with my presence. I am ready to take on responsibilities and challenges within the professional environment and excel in any endeavor, whether it's professional or personal.

KEY SKILLS

- Financial Operations Management
- Audit and Compliance
- Team Management
- Customer Service
- Route Planning and Logistics
- Cash Flow Management
- Inventory and Stock Reconciliation
- Petty Cash Handling
- Bank Reconciliation
- Data Handling and Reporting
- Interdepartmental Coordination
- Complaint Resolution
- Communication
- Liability Management
- Payment Voucher Preparation
- Card Payment Handling
- Documentation
- Leadership and Training
- Coordination with Franchises
- E-commerce Management



WORK EXPERIENCE

Sr. Executive Warehouse & Sr. Finance Executive
Flipkart Online Service Pvt.Ltd.
05th May 2017 - Present

DUTIES AND RESPONSIBILITIES :

- Liaising and negotiating with suppliers, manufacturers, retailers and consumers
- Daily MIS , RCA, Documentation, Time Line Mail Communication
- Managing LM & FM seller , 3PL , B2B relationships
- Customer Satisfaction, Escalation , Compliance
- Managing B2B business with Myntra and Flipkart.
- Keep track of quality, quantity, stock levels, delivery times, transport costs and efficiency
- Performance management.
- Collaborating in team audits, both internally and at other branches.
- Handling daily cash deposits and payment reconciliation.
- Managing EOD COD (Cash on Delivery) closing.
- Handling POS transactions and batch settlements.
- Managing logistics, warehouses, distribution inventories, and service parts..
- Managing the overall finance department in the Gujarat hub.
- Handling IFMS Petty Cash management.
- Overseeing operations in the west Gujarat region.
- Daily EOD COD closing and cash maintenance.
- Providing daily cash collection reports to the central team.
- Ensuring timely email communication.
- Controlling losses and maintaining CPS (cost per shipment).
- Conducting finance audits with quality checks.
- Managing floor teams.
- Collecting cash from delivery personnel on a daily basis.
- Maintaining performance metrics.
- Handling customer returns and operations.
- Achieving Cluster's targets for Day 0, PID, and Audit Score.
- Planning delivery vehicle routes to minimize fuel costs and CPS.
- Overseeing operations in 90 hubs across Saurashtra, including delivery and logistics operations.

Account Executive (Sales)

Infinium Toyota(Gujarat) Pvt. Ltd., Rajkot

January 2017 - May 2017

DUTIES AND RESPONSIBILITIES :

- Maintained daily cash inflow statements.
- Prepared daily petty cash reconciliations.
- Conducted month-end bank reconciliations, customer account reconciliations, and vendor account reconciliations.
- Closed Day Transaction Books (DTB) on a daily basis.
- Created daily cash payment, cash receipts, bank payment, and bank receipts vouchers.
- Prepared monthly liability reports and updated them in the system.
- Collected and deposited cash and checks into the bank daily.
- Maintained records of swipe card transactions, debit card, and credit card transactions on a daily basis.
- Reconciled daily cash payments.
- Handled cash collection and office work management.
- Managed the company's petty cash.
- Maintained daily files and certificates.
- Deposited cash in the bank daily.
- Assisted with other tasks as instructed by management.
- Created buyer party accounts and maintained leader accounts.
- Conducted fine-checking in Tally accounting software.

Services Co-Ordinate (Sales)

Gati-Kintetsu Express Private Limited (GATI-KWE)

December 2014 - 31st December 2016

DUTIES AND RESPONSIBILITIES :

- Monitored product orders and ensured timely delivery to customers.
 - Addressed and resolved customer complaints and inquiries via email or phone promptly.
 - Proactively communicated with customers regarding shipping and potential issues.
 - Managed Cash-on-Delivery (COD) collections and deposits to Cash Management System (CMS).
 - Made daily customer calls for E-commerce shipment confirmations.
 - Handled various administrative tasks, including document filing, report generation, call management, faxing, and mailing.
 - Tracked the dispatch and arrival of route vehicles to maintain on-time schedules.
 - Conducted daily stock reconciliation.
 - Collaborated with franchises and depot teams.
 - Worked in finance audit and performed operational quality checks.
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EDUCATION

Master Degree in Master Of Commerce ,
Saurashtra University, 2023 - Completed

Bachelor Degree in Bachelor Of Commerce (Accountancy & Auditing), SwamiSahajanand College Of Commerce&
Management College,
M.K. Bhavnagar University, April 2015 - Completed

12th, Gujarat Secondary & Higher Secondary Education Board Gandhinagar, - Completed

10th, Palitana High School Gujarat Secondary Education Board Gandhinagar, - Completed



LANGUAGES

English	Professional working proficiency
Hindi	Professional working proficiency
Gujarati	Professional working proficiency



SKILLS

• • • • •	Microsoft Office - (Microsoft Word, Excel, PowerPoint)
• • • •	Casper, ERP, Cassandra
• • • • •	Apache Solr, Apache Kaf, Quora -Spring, MySQL
• • • •	Frane Work, Tally 9 ERP
• • • •	CTDMS-2010, ORCALE (JAVA)



INTEREST AND HOBBIES

Sports

Discussion

Reading Of History

Traveling

Learning New Things



AWARDS

Brawo Performance
DURATION : 26/09/2023



PERSONAL INFORMATION

Gender	Male
Date of Birth	1994-09-15
Blood Group	Don't Know
Relationship	Single



DECLARATION

The above mentioned details are true to the best of my knowledge and given a chance, I shall discharge my duties to the entire satisfaction of my superiors. Hope that credentials satisfy your requirement & looking forward for further contacts.

Place

Palitana (Bhavnagar)