

## **RESUME**

### **Personal**

**Name:** **PATEL JIGNESHKUMAR NARAYANBHAI**

Permanent Address: Plot No-1074/2, Sector- 6 C, Gandhinagar-382006.

Mobile No: +919574502474,

Date of Birth: 20<sup>th</sup> October 1988,

Marital Status: Married,

Language Known: Gujarati, Hindi and English,

Mail ID: jigneshn351@gmail.com

### **Educational qualifications**

- S.S.C: I have passed my S.S.C in the year 2004 from Gujarat Secondary Education Board of Baroda with Second Class.
- H.S.C: I have passed my H.S.C. (Com.) in the year 2006 from Gujarat Higher Secondary Education Board of Gandhinagar with First Class.
- B.COM: I have passed my B.com.in the year 2009 from North Gujarat Hemchandracharya University, Patan with Second Class.
- M.Com: I have passed my M.com in the year 2012 from North Gujarat Hemchandracharya University, Patan with Pass Class.

### **Experience**

<b>Company Name</b>	Adani Green Energy Ltd, Ahmedabad.
<b>Designation</b>	Sr. Officer
<b>Department</b>	Techno Commercial
<b>Duration</b>	15 June-2017 to Till Date.
<b>Duties</b>	<p>Back Office activities, working on S.A.P, documentation, processing Bill in SAP system</p> <p>➤ <b>SAP MM Module:</b></p> <ul style="list-style-type: none"><li>• Creating Order (PO/SO)</li><li>• Vendor on boarding through SAP MDG &amp; ARIBA,</li><li>• Processing BG in SAP system,</li><li>• Processing DPR in SAP system for Payment</li><li>• Complete PR to PO Process right from vendor creation &amp; extension in employers third party platform (Pilog &amp; Ariba)</li></ul> <p>➤ <b>Other Description:</b></p> <ul style="list-style-type: none"><li>• Preparation of NFA, Price Comparative &amp; MIS Report.</li></ul>

<b>Company Name</b>	Shree Shubham Logistic Ltd (Kalpataru Group), Mehsana.
<b>Designation</b>	Executive
<b>Department</b>	Warehousing
<b>Duration</b>	03 June-2014 to 01 June 2017.

<b>Duties</b>	<p>Back Office activities, working on S.A.P, documentation, processing Bill in SAP system &amp; Banking work.</p> <p>➤ <b>SAP MM Module:</b></p> <ul style="list-style-type: none"> <li>• Preparation of GRN/GTN and Bills and Challans.</li> <li>• Maintain all the works related to Material Inward &amp; Outward.</li> </ul> <p>➤ <b>Other Description:</b></p> <ul style="list-style-type: none"> <li>• Maintained and updated information in all SAP for each movement.</li> <li>• Prepared MIS Report.</li> <li>• Verification of received materials (Physical &amp; Quantity) as per PO.</li> <li>• Preparation of gate passes (returnable/non-returnable) and updated in system.</li> <li>• Performing warehouse operations as per NCDEX guidelines.</li> <li>• To face customer and regulatory audits.</li> </ul>
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<b>Company Name</b>	Amit Pomeg Tech (P) Ltd, Mehsana.
<b>Designation</b>	Stockiest
<b>Department</b>	Store
<b>Duration</b>	01-May-2013 to 31-May-2014
<b>Duties</b>	<p>Maintain Stock, Dispatch, Sale, Purchase, Billing &amp; Documentations.</p> <p><b><u>Work Description:</u></b></p> <ul style="list-style-type: none"> <li>• Maintained and updated information in Tally ERP-9 for each movement.</li> <li>• Prepared MIS Report.</li> <li>• Receive, verify and visually check incoming against the Purchase order.</li> <li>• Performing all activities related to receipt and issuance of raw material and packing material as per requirement.</li> <li>• Issuance of RM/PM to production as per requirement.</li> <li>• Organized proper identification, location and display of material stacking.</li> <li>• Preparation of GRN/MRN/Invoices/Indent/ Bills and Challans.</li> <li>• Maintain all the works related to Material Inward &amp; Material Outward.</li> <li>• Preparation of gate passes (returnable/non-returnable) and updated in system.</li> <li>• Maintenance of stores as per location code and implement FIFO.</li> <li>• Responsible for keeping day-to-day track of stocks of store.</li> </ul>

	<ul style="list-style-type: none"> <li>• Preparing Physical inventory record accurately at the end of each month.</li> <li>• Unload the vehicle &amp; kept the material at required location.</li> <li>• Arranging for dispatch and co-ordination with transporters, logistic companies and arranging to get quote form clearing agents, keeping track of documents and sending to concern Customers, dispatch information.</li> <li>• To co-ordinate with production dept. for issue of raw materials plan as per requirement by them.</li> <li>• Complete Management in inventory, warehouse&amp; factory responsible for all related Commercial issues like Invoice, supplier's/Transporter bills approval, GRN Etc...</li> </ul>
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### **Declaration**

I consider myself familiar with various aspects of my department. I am a dexterous and dedicated learner, sincere in all my endeavors and have a good temperament to work in a team.

I hereby declare that the above-mentioned details are true to the best of my knowledge

**Reference: -**

**Yours Faithfully,**

**(J.N.Patel)**