

RESUME

Store's Management and Warehousing with years' experience in Store's & Logistics Management.



RAJNIKANT PATEL
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Objectives

To accept & handle a challenging career in any type of Store's /warehouse/Logistics management to achieve the organization's goals by effectively using the conceptual Skill and knowledge.

Responsibilities & Duties:

- Daily Physical Receipts, Stacking, Issues, Returns & Inspection of materials.
- Proper Preservation of materials as per their nature.
- Proper Inventory Control of Materials.
- Expediting for system preparation of GRN/MRN/STN for physical receipts/issues/returns/stock transfers.
- Daily generation of system documents of all kinds of material movements through **SAP** system.
- MIS Reports.
- Monthly Physical stock verification for Bin card stock reconciliation.
- Maintaining, Controlling & updating of essential Manual Registers.
- Vendor's Work-Order wise stock Reconciliation.
- Expediting for Fresh Procurement for Short stock of materials with the Procurement Department.
- Maintaining Minimum Stock Level for critical materials.
- Maintaining of Company –wise Register's pertaining to sale's tax.
- Co-ordinating with **SAP** team for Reconciliation of materials, System vs. Physical.

- Implementation of Store's accounting, meeting the requirements of Statutory Auditors of the Company.
- Daily planning for dispatching of material to other Sites and accordingly giving a request to the transporters for placement of trucks for respective locations.
- Following up with Accounts dept. for transporters Bills for the placement of trucks etc.

Experience:

- At present working with **KALPATARU POWER TRANSMISSION LIMITED Sr. Officer (IT) From Aug 2020 To till Date**
- **Worked as Sr. Store Executive- Havmor Ice Cream Ltd. (Naroda, Ahmedabad from: - August 2017 To June 2020**
- **Worked as a Store Officer JMC Projects (I) Ltd. (Engineering &Construction) Ahmadabad: - August 2008 to June 2017.**
- **Worked as a Warehouse in charge with Future Logistics Ltd from: -June-2003 to June - 2008.**

Educational Qualification

Examination	Passed Year	Board/ University
M.Com	2007	NG Uni
B.Com	2005	NG Uni
Higher Secondary (10+2)	2001	G.S.E.B
S.S.C	1999	G.S.E.B

Personal Profile

Date of Birth : 07/06/1983

Sex : Male

Marital Status : Married

Nationality : Indian

Permanent Address : RAJIVNAGAR BLCOK: 101/09 NEAR GENARAL HOSPITAL
BHAPUNAGAR AHMEDABAD GUJARAT

LANGUAGE KNOWN	: Gujarati, Hindi, English
POSITIVE POINT	: Ability to build New Ideas, Positive mindset, Team work Spirit
Hobbies	: Listening to melodious music, playing & watching cricket
PRESENT SALARY MONTHLY	: 30,000
GROSS SALARY YEARLY	: 3,60,000
EXPECTED SALARY	: Negotiable

REFERENCE: -

I hereby declare that the above information is true to the best of my knowledge and belief, and I Understand that it may lead to my disqualification, if found incorrect.

Thanking you,

Date :-

Rajnikant J Patel

Place: - Ahmedabad