

Resume

Production Planning & Execution cum Supply Chain

Kolipatel Rajeshkumar D.
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In My Last 10 Year I have work in Production administrator/MIS data analysis, Planning and execution and Purchase executive in Supply chain. Also I have basic knowledge of TPM, 5's, Kaizen & safety function.

EMPLOYMENT HISTORY:-

Organization	Duration	Designation
Harsha Engineers Ltd. Ahmadabad	Oct. 2011 To Oct. 2012	Apprenticeship (HR Dept.)
Harsha Engineers Ltd. Ahmadabad	Oct. 2012 To Dec. 2016	Office Assistant (Data Entry)
Claris Inject able Ltd. - Ahmadabad	Dec. 2016 To May 2017	MIS-Officer
Harsha Engineers Ltd. Ahmadabad	Jun 2017 To Till Date	Production Planning

JOB PROFILE:-

- ➔ **1 year apprenticeship in Harsha Engineers LTD. In HR department.**
 - Formal activity's regarding Employee Joining and Exit process.
 - Generate Employee Payroll account with all detail of Employs.
 - Maintain Employee Attendance record in Payroll System on Daily basis.
 - Preparation of HR related event, HR Data Entry, Gujarati Notice Making etc.
 - Employee PF Nomination form sumitting to PF Office.
- ➔ **4.1 years' experience as a Office assistant (Data entry & Administrative) in Harsha Engineers -Ahmedabad.**
 - Production all Data Entry (Production, scrap, Raw material Issue, Batch making, Employee Lave Application, Monthly Production MIS, Yield report)
 - TPM Activity (JH meeting, Shop floor Meeting, Training s, 5'S / Safety Presentation.
 - SAP Date Entry (Raw Material Issue, Batch starting and closing, Purchase Requisition, Daily consumable material Stock tacking , Stock generation, Production inventory tracking).
 - Finical year stock audit face with Auditor
- ➔ **5 Month experience as a MIS Officer in BAXTER International-Ahmedabad.**
 - Monthly Production vs Planning MIS sharing
 - To assist Production Senior VP(Meeting / Supplier visit / Appointment)
- ➔ **5.9 Years' experience as a Production Planning and Execution in Harsha international-Ahmedabad.**
 - Monthly Production Planning with individual machine/Common resource planning.
 - Monthly Raw material requirement and Job work process planning.
 - Confirmation of Dispatch material against customer requirement.
 - Working of Yearly customer forecast/Market plan, Capacity working.
 - Monthly stock tacking, Yield report making, Inventory management.

- SAP Batch Open/Close, Production order confirmation in SAP, Material consumption, WIP Allocation.
- SAP Production Ordered Creation/Closing, Stock Confirmation/Transaction in SAP.
- Monthly Raw material planning and purchasing.
- **Supply chain cum Purchase Execution**
 - Raw material Dispatch from Supplier to vendor against confirmation.
 - Release Purchase order against Material requirement.
 - Preparation of monthly Material Forecast with different Analysis.
 - Continues follow-up regarding Vehicle arrangement – dispatch tracking, Material GRN, Excise invoice closing, Rate verification, Material MIS.
 - Monthly Stock re-consolation with all vendors.
 - SAP multiple Transaction/ stock reports/ inventor planning.

EDUCATIONAL SUMMARY:-

Courses	Name of Uni./Inst.	Percentage & Class	Academic
Bachelor of Arts(External)	Gujarat University	51.67% (Second Class)	MAY -2016
Computer Operator cum Program Assistant	I.T.I Sarkhej (NCVT)	77.00% (Dist.	JULY-2011
Center of Excellence	I.T.I Sarkhej (NCVT)	63.00% (First Class)	JULY-2010
MS Office, DTP , Basic of Photoshop and coral draw	Euphoria InfoTech, Syamal Cross rod.	-	May-09 to Aug 10
H.S.C	GSHSEB	67.00% (First Class)	MARCH-2009
S.S.C.	GSHSEB	50.62% (Second Class)	MARCH 2007

PERSONAL INFORMATION:-

Permanent Address	At-Sakar, Ta-Lakthar , Di-Surendranagar, Gujarat India Pin Code: - 382 775.
Contact Number	97247 78587 [Mobile]
E-mail	kolipatelrajesh183@yahoo.com
Date of Birth	18 th March, 1992
Marital Status	Married
Known Languages	Gujarati, Hindi, English
Interest	Traveling, Listening music, Net Cheating
Computer Literacy	<ul style="list-style-type: none"> ☞ MS-Office [Excel, Word, Power Point, Outlook], ☞ SAP A10 (MRP, ☞ Parolee (Attendance, Levee, miss-punch, Over Time Act.)

TRAINING ATTENDED:-

- ✓ Training 5s , TPM activity
- ✓ Training of Advance Excel (VLookup/Pivot Table/Conditional Formatting)
- ✓ SAP Basic of PP and MM.

DECLARATION:-

I hereby declare that above all mentioned information are true and to the best of my knowledge.

Name: **RAJESHKUMAR D. KOLIPATEL**

Place: Ahmadabad