

## **RESUME**

**Makwana.Bipin.M.**

**Date Of Birth: 01/05/1990**

**Contact: - 8735012860**

**Email Id: - makwanabipin48@gmail.com**

<b>Address:-</b>	<b>Personal Detail's :-</b>
188, Delhi Wali Chawl Opp Vijay Bank Memco Naroda –Raod Ahmedabad-382345	Name :- Makwana Bipinkumar M Languages :- Gujarati, Hindi & English Marital Status :- Single Hobbies :- Reading Nationality :- Indian

<b>Value Profile :-</b>
<ul style="list-style-type: none"><li>➤ I can do work with concentration for the long time.</li><li>➤ I can do work an under the pressure.</li><li>➤ I have an ability to learn new technology and always ready for it.</li></ul>

<b>Qualification:-</b>			
<b>Degree</b>	<b>Board/University</b>	<b>Year Of Passing</b>	<b>Percentage</b>
S.S.C.	G.S.E.B.	2005	49.14%
H.S.C.	G.H.S.E.B.	2007	52.29%
B.A.	GUJARAT UNIVERSITY	2011	44.00%
I.T.I. (INSTRUMENT MECHNICAL)	KUBERNAGAR I.T.I.	2013	73.00%

<b>Computer Skill's:-</b>
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- Basic ( It Literacy ) course complete in I.T.I. ( Time Period Year)
- D.T.P. course complete in gopin computer class
- M.S. Office course complete in gopin computer class
- Tally Erp-9 course complete in gopin computer class
  
- I have a knowledge and an experience of **ORACLE ERP SOFTWARE & ADVANCE EXCEL** as like  
**VLOOKUP, HLOOKUP, DATA FILTER, PIVOT TABLE, CONDITIONAL FORMATTING** and some other formulas.

## Work Experience:-

➤ **Company Name :-** Hetu Construction Pvt Ltd ( 2008 To 2011 )

➤ **Designation :-** Store Keeper Cum Supervisor ( 3 Years )

➤ **Job Description :-**

- ✓ Record the store material receipt and consumption on a daily basis.
- ✓ Checking the stock as per records.
- ✓ Issue materials as per the indent for different works.
- ✓ General supervision on the site regarding wastage of material, improper use of material etc.

➤ **Company Name :-** Vodafone Call Centre ( 11-01-2016 To 17-12-2016 )

➤ **Designation :-** Customer Care Executive ( 11 Months )

➤ **Job Description :-**

- ✓ Managing of inbound and outbound calls in a timely manner.
- ✓ Identifying customers needs, clarify information, research every issue and providing solutions.
- ✓ Build sustainable relationships and engage customers by taking the extra mile.
- ✓ Keep records of all conversation in call centre database in a comprehensible way etc.

➤ **Company Name :-** Arvind Mill Ltd ( 06-10-2014 To 06-10-2015 ) & ( 27-04-2017 To 30-08-2020 )

➤ **Designation :-** Data Entry Operator (4 Years & 5 Months) (In Account Dept)

➤ **Job Description :-**

- ✓ Prepares, compiles, and sorts documents for data entry likes sales bills, purchase bills, debit/credit notes etc.
- ✓ Maintains a filing system and protects confidential customer information.
- ✓ Scan documents and print files, when needed.
- ✓ Coordinating with internal & external department by calls and email drafting etc.

➤ **Company Name :-** Pressure Jet System Pvt Ltd ( 20-09-2020 To 31-01-2021 )

➤ **Designation :-** Oracle Erp Data Entry Operator (05 Months) (In Design Dept)

➤ **Job Description :-**

- ✓ Entire technical data for QC.
- ✓ Create its collection element, specification & collection plan.
- ✓ Create BOM entry etc.
- ✓ Create ITEM entry
- ✓ Coordinating with internal & external department by calls & e-mail drafting.
- ✓ Maintain data in the system software as same as excel sheet etc.

➤ **Company Name: -** Maruti Machines Pvt Ltd. ( 20-12-2021 To Present )

➤ **Designation :-** Store Keeper ( In Store Department )

➤ **Job Description :-**

- ✓ To receive the materials ordered by the purchase department.
- ✓ Keep a record of inward and outward materials and restock the store accordingly.
- ✓ To ensure the correctness in the quality, quantity, specifications, condition of the materials received.
- ✓ Issue the materials to the proper department.
- ✓ Maintain all data records in the computer application.
- ✓ Coordinating with purchase, production & require department etc.

