

**Parth Nikunjibhai Patel**

104, Kamaldeep Apartments, Near Cambay Grand Hotel, Thaltej, Ahmedabad – 380054

Mobile: 9879509846 • Home: 9624872672 • E-Mail: parth1083ster@gmail.com

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<b><u>Objective:</u></b>	I am currently looking for a full-time position in an environment that offers a greater challenge, increased benefits for my family, and the opportunity to help the company advance efficiently and productively in my home city.
<b><u>Education Detail:</u></b>	<p>Completed B. Com from Gujarat University and Secured 50% in principal subject of Accounts &amp; Statistics in year 2004.</p> <p>Higher secondary from Shree Vidhyanagr High School, GHSEB with 67% in commerce stream in year 2001.</p>
<b><u>Professional Experience:</u></b>	15 Years & Above
<b><u>Computer Literacy:</u></b>	MS Excel, Word, SAP Software, Erp.
<b><u>Skills:</u></b>	Budget Management & Budget Forecasting, Inventory and Purchasing, Development and Implementation of Standard Operating Procedures and Maintenance Operating Procedures, Sales and Service, Project Management.
<b><u>Proficiency Experience:</u></b>	<p><b><u><i>Shree Gayatri cottex Engineers pvt ltd EXPORT EXECUTIVE</i></u></b> <b><u><i>(From Dec 2021)</i></u></b></p> <p>I am working as export Executive. Preparing export documents for shipments. Preparing commercial invoice, Packing List, and other export documents. Ensure Timely Processing of export shipments. Communicate with international/national customers, Including freight forwarders, CHA, vendors. Providing required Documents &amp; Instructions to freight forwarders and CHA Maintaining export Documents files. Arranging Air Waybill or Bill of lading. Arranging transportation for Shipment. Coordinate with Airline and shipping line offices. Coordinate with port Staff and officers (When needed). Knowledge of DGFT, FIEO, and CIRTIFICATE OF ORIGIN</p> <p><b><u><i>Preksha Marketing pvt ltd: Admin/Back office Manager</i></u></b> <b><u><i>(From January 2019 to Nov 2021)</i></u></b></p> <p>I am working in Preksha Marketing as an admin/Back office Manager, Assistant Purchase. I am Taking Care of walking customer and taking care of their Product Inquiry. Taking care of Incoming call for product inquiry. Handling of dispatch Material. On daily basis. Taking Care of inventory of stock. Taking care of Product Management, Including, receiving Products. Making Sales order, delivery challan and Invoices. Taking Care of day to day. Accounting and Routine administration work.</p>

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**Lincon polymers Pvt Ltd: Admin/Purchase Manager:**

**(From October 2016 to December 2019)**

I am working in lincon polymers pvt ltd as Admin Manager. I am taking care of Inward & outward and purchasing. Purchasing material as per requirements of Indent. Making Quotations and purchase Order. Taking care of Product Management, Including Ordering, receiving, price changes, handling damaged Products and returns. Computer applications (SAP) in stores management and Materials control & Repairing Work.

**Sadbhav Engineering Limited, Shreenathji Udaipur Toll-way Pvt Ltd**

**(Operations & Maintenance Officer-From December 2012 to September 2016)**

I am working in Shreenathji Udaipur Toll way (Division of Sadbhav Eng. Ltd.) four-lane Toll ways project as Operations & Maintenance Officer. Taking care of maintenance Activity procurement of material and general administrative work. Responsible for all Maintenance and procurement related documentation work.

**Senior Officer – Material Department**

I was working as Sr. Officer (Material Department) in Sadbhav Engineering Ltd. and During my tenor I was looking after inward and outwards of all construction materials Billing process, updating to purchase department from upcoming requirements & making related reports.

**Proficiency Experience:**

**Ainstien Group of Companies**

**(From November 2006 to October 2012)**

I was working as Back office Executive heading team of 5 people. I was responsible to Taking care of companies' facility management, guest management, inventory Management, day-to-day office supplies requirements etc. I was lately involved with Daily banking process and documentations.

**Page Link -Airtel Division**

**(From November 2005 to October 2006)**

Having an experience of Customer Support center on domestic market. I was working As Assistant Team Leader and leading team of 20 customers executive for customer Support and services.

**Crystal Forms Ltd.**

**(From June 2003 – October 2005)**

My focuses were on developing business in the areas of retail channels and dealers for computer stationary at Crystal Forms Ltd. Meeting sale revenue targets through direct sales in corporate and managing sale in small accounts through channels. Understand and analyze customer process, requirements and applications. Prepare marketing and sales tools.

**Language Known:**

English, Hindi, Gujarati

**Date of Birth:**

6<sup>th</sup> October 1983

**Marital Status :**

Married