

# **CURRICULUM VITAE**

JAIMINKUMAR R PATEL

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Road, Ahmedabad -382350.

## **Personal Details :-**

Full Name	JaiminkumarRajendrakumar Patel
Contact Number	8511493260
Date of Birth	01 <sup>st</sup> Jan, 1998
Languages Known	English, Hindi & Gujarati
Hobbies	✓ ReadingBooks ✓ Learning ✓ ListenMusic
Marital Status	Unmarried

## **Academic: -**

Exam	Pass out Year	Result
10 <sup>th</sup>	March 2013	69.67 %
12th Equivalency Certificate	July-2017	-
I.T.I. (Mechanic Motor Vehicle)	July-2017	74.59 %

## **KEY SKILLS**

- GoodCommunication
- QuickLerner
- PositiveAttitude

## **COMPUTER SKILLS:-**

- MSOffice
- Basic Knowledge ofComputer
- InternetSurfing

## **EXPERIENCE :-**

### **Ford India Private Limited (Sanand, Gujarat)**

October 2017-October 2019.

Designation - "Warehouse Team Member" in Engine Department at Ford India Pvt Ltd Sanand, Gujarat.

1. I was Responsible to operate Tow Truck, Forklift & Stacker.
2. I was Responsible to Deliver & Maintain Auto parts for Main Engine Conveyor Line.
3. I was Responsible to manage stock for auto parts.

### **JJ Express Services (3 Month Training in Singapore)**

November 2019 – February 2020

RedMart's Warehouse Asst, Geylang Bahru.

Designation - "Assistant Team Member" in RedMart's warehouse.

1. I was Responsible to operate Stacker.
2. I was Responsible for Material arrangement as per Delivery location.
3. I was Responsible for Loading/Unloading material pallets at logistic end

### **COLGATE PALMOLIVE INDIA LIMITED (SANAND - GUJARAT) - JUN 2020 MARCH 2021**

#### **(On Agency Contract )**

Designation – Warehouse

Executive

Work Responsibilities:-

Responsible for Inward & Outward  
Stock Management  
Inventory Management  
Coordination with Team  
Manage the MIS Report

### **Arham Pumps (Sanand, Gujarat) - August 2021 to August 2022 (On Contract Roll)**

Designation - Dispatch Executive

Work Responsibilities:-

1. All Dispatch work Handling.
2. Documentation, Dock Loading Etc
3. All store work Handling :- ( GRN, Daily Stock Maintain)

### **Saarthi Pedagogy Pvt Ltd (Oct 2022 to Present)**

#### **Manufacturing & Distribution of Books**

Designation – Logistics Executive

Work Responsibilities:-

1. LR Uploading as per Order.
2. Transportation arrangement for Delivery.
3. Sales Return Process for Defective and damage piece and change to against damage & defective product.
4. After receiving sales return verified a product and makes a goods in and make a credit note for customer.
5. Procurement, Inventory Control, Logistics Operations, Warehouse Operations.
6. Responsible for RTO/ Return Process Management
7. Maintain the Return Policy / Refund & Replacement Policy
8. Maintain the MIS Report

**Additional Training**

**ONLINE EXIM SOLUTIONS (AHMEDABAD)**

I Have Taken Import Export Training From Online Exim Solutions. During this Practical Training Learned Export Import Procedure and Documentation, Logistics and Other things related to Export and Import

***Jaimin R Patel***