

PRESENT ADDRESS

A/207,Radhevandan Apartment,
Kaneti Road, Sanand,
Dist: Ahmedabad.
M: 9638812808.
Email : jashparmar02@gmail.com

OJECTIVE

To share the vision and goal of the organization through enhancing my intellectual wealth and putting constant endeavors to do better and give optimum result.

WORK EXPERIENCE

EMPLOYER	DESIGNATION	DURATION	REPORTING TO	INDUSTRY
Asian Paints ltd.	Dispatch Clerk	15.11.06 to 25.01.08	Godown in charge	Paints
KLT Automotive and tubular product ltd.	Store Assistant	28.01.08 to 30.09.10	Commercial manager.	Automobiles
Lear automotive India Pvt. Ltd – Halol	MPNL Assistant	15.11.10 to 09.05.12	Sr. Executive Materials	Automobile
Vijay jyot Seat Pvt.Ltd-Baska,Halol	Store Assistant	09.05.12 to 30.08.14	Ass-Manager store	Automobile
Reliable Autotech Pvt.Ltd. Sanand, A'bad.	Sr.Officer Stores & Dispatch	01.09.14 to 24.04.15	Supply chain manager	Automobile
Cosma International (I) Pvt. Ltd. Sanand Ahmedabad	Store officer	21.05.15 to 0.02.2018	MPNL Manager	Automobile
Viega India Pvt. Ltd. Sanand, Ahmedabad.	Store Executive	20.02.2018 to till date	Logistic Manager	Sanitary ware

CURRENT EMPLOYER

Viega India Pvt. Ltd.
E-565,GIDC Phase ii,
Rasoolpura, Sanand,
Ahmedabad,
Gujarat.-382110
It is manufacturing different types of Sanitary items and building material.

PRESENT DESIGNATION

Store Executive

RESPONSIBILITIES

- Managing the physical loading, unloading with safety.

- Managing storage and Identification and preservation of the stores.
- Periodic physical stock verification of the stores from time to time and annual stock verification.
- Clearance of GRN.
- As an executive I responsible for smooth & efficient functioning for the Material of the Entire received material in Incoming Store and reporting to manager Verification of document (invoice, PO, challan, duplicate for transporter cash memo etc.) and verification of physical material as per challan
- Prepare all GRN as per invoice/challan and entry in DR register
- Responsibility to offer material for inspection like Raw Material, Components, hardware and paints to check out as per specification and verify by its TC/Drawing received.
- Cross checking of party's challan with purchase order and indent of concerned department
- Maintain stock ledger for issue and receipt in the system.
- Issue of the material through Issue slip in System.
- To check the indent raised by concerned department with availabilities of stock and its consumption during past before forwarding to sanction authority.
- To see the sending rejection/shortage memo to the party for information and sending of rejected materials to the suppliers and storage of rejected materials.
- Prepare and sent material to out side agencies through returnable/non-returnable, Annexure gate pass and follow up with the job worker.
- Daily clearing **GRN** through System, with remarks of inspection report of nonconformity.
- Currently I am operating SAP fully different types on module.
- To prepare sales invoice in system
- To handling warehouse activity
- Sharing daily GRN report to concern department
- Disputed invoice clear with concern person and department.
- Share GRN Pending report to concern department
- Maintain pending GRN report and circulate
- Solve pending GRN issue follow-up with concern person
- Daily Inward Gate entry reconcile
- Submission of invoice to finance
- Do transfer posting of material in system
- Preparation of scrap note for Scarp invoice
- Working with 5S activity & IMS activity

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SKILLS ACQUIRED

□ Working with SAP- 770 in different module

AREA OF INTEREST

Store, Warehouse and Dispatch Dept.

Qualification

1	S.S.C.	G.S.E.B Gandhinagar	March-1997	59.71 %
2	H.S.C (Commerce)	G.S.E.B. Ghandhinagar	April- 1999	58.83 %
3	B.com	Gujarat Uni. Ahmedabad	April – 2002	54.123 %

COMPUTER SKILLS

I have completed my basic With Word, Excel, PowerPoint, Access and tally 7.2 from Compusoft Baroda. & knowledge of ERP, SAP & Presently working with SAP.

PERSONAL INFORMATION

Date of Birth	6 th Feb. 1981
Marital Status	Married
Father's Name	Somabhai D. Parmar
Nationality	Indian
Language Known	Gujarati, Hindi & English
Strength	Honesty, Hardworking, Positive attitude and Perseverance

EXTRA – CURRICULAR ACTIVITY

N.S.S	I have complete my N.S.S from Gujarat University with certificate
Hobbies	Listening music, Traveling , Painting, Playing cricket

OTHERS:

Total years of Experience in to industry: 14 years
Current CTC: 507290/-
Expected CTC: As per your rules & regulation

DECLARATION

I hereby declare that above information is true to the best of my knowledge and spirit.

SIGN:

DATE: