

Ashishkumar A. Shah



94,GRUH GARDEN ASSOCIATION , Racharda, Kalol, Gandhinagar, Gujarat-382115
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Sr. Operation Manager

Energetic graduate and seeking for Senior Operation Manager at topmost leading organization. Equipped with broad knowledge of concepts and strategies to yield the best possible accounting outcomes in all area. Familiar with Operation Handling, processes, and assist the Reporting Manager in supervising daily operations of organization. Proficient with communication, Multi-tasking and problems solving with solid track record of success in internship, retail, and customer service positions.

Highlights

Prepare Financial Reports
Maintain Site/Project Accounts
Stock Management

Tax & Bunisnees Planning
Sales Ledger
Cashing Transactions

Business Proposals
Credit Control
Team Handling



Key Skills:-

- Documentation updating in SAP / SRP/ TALLY
- High level of accuracy and attention to detail.
- Ability to develop strong relationships with co-workers.
- Documentation File updating and creation as per ISO standard.
- Superb administration skills.
- Meticulou attention to detail.
- Handling manpower as per requirement.
- Able to work as part of a team.
- Preparing commercial invoices.
- Prepare to Stock reconciliation with Excise dept.
- Excellent communication and presentational skills.
- Upbeat and eager to learn.



Education:-

Bachelor of Commerce (1Year).



Software Skills:-

- Computer Hardware, Printer & Networking .
- Windows 2000 Prof./XP/Vista.
- MS-Office XP/2003/2010.
- JAVA / S A P/ E R P/ Tally.



Experience:-

Since June- 2017 to till date working with **Mangal Murti Impex** as an **Operation Manager**.

Responsibility:-

- Manages the growth and success of the team.
- Coordinates activities that affect operational decisions and business requirements.
- Responsible for the production, procurement, and planning of daily operations.
- Communicates with all relevant employees to ensure delivery times are met.
- Plans, schedules, and reviews workload and manpower to make sure targets are being met on a cost-effective basis.
- Manages the stock control, and checks that inventory records are accurate.

- Documentation updating in Tally.
- Daily and Monthly M\S Updating and Send to management.
- Physical Stock taking and check with book stock.
- Documentation File updating and creation as per ISO standard.
- Handle manpower as per requirement.
- Preparing commercial invoices.
- Co-ordination with customers & Transporter for timely delivery.
- Maintain account for Branch.
- Makes sure the working environment maintains access to quality equipment.
- Purchases materials and services required for production.
- Follows up on interruptions to the order.
- Organizes, plans, and implements inventory activity.
- Confirms that health and safety regulations are followed.
- Provides guidance to employee.

From February-2008 to May-2017 **worked Reliance industries Ltd, Baroda As Assistant Operations Manger**

Responsibility :-

- Daily and Monthly M\S Updating and Send to management.
- Physical Stock taking and check with book stock.
- Plan and review compensation actions; enforcing policies and procedures.
- Forecast requirements; prepare an annual budget; schedule expenditures; analyze variances; initiating corrective actions.
- Analyze process workflow, employee and space requirements and equipment layout; implement changes.
- Maintain safe and healthy work environment by establishing, following and enforcing standards and procedures; complying with legal regulations.
- Preparing commercial invoices & maintain account for Branch.
- Stock reconciliation with Excise dept.
- Prepare GRN's (Goods Receipt Note) for the goods received from respective plant.
- Co-ordination with customers & Transporter for timely delivery.

From May -2018 **worked with Cedar Dceor Pvt Ltd As Assistant Aaccountan**

Responsibility :-

- Daily and Monthly M\S Updating and Send to management.
- Physical Stock taking and check with book stock.
- Plan and review compensation actions; enforcing policies and procedures.
- Forecast requirements; prepare an annual budget; schedule expenditures; analyze variances; initiating corrective actions.
- Analyze process workflow, employee and space requirements and equipment layout; implement changes.
- Maintain safe and healthy work environment by establishing, following and enforcing standards and procedures; complying with legal regulations.
- Preparing commercial invoices & maintain account for Branch.
- Stock reconciliation with Excise dept.
- Prepare GRN's (Goods Receipt Note) for the goods received from respective plant.
- Co-ordination with customers & Transporter for timely delivery.

Personal Details:-

Father's Name : Mr. Ashokbhai Shah.

Date of Birth : 18th November- 1983.

Marital Status : Married.

Language Known : Hindi, English & Gujarati.

Hobbies : Swimming, Jogging, playing Badminton &, listening music etc.

Declaration:-

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

Date: -----

Place: - Kalol

Applicant's Signature

Ashish Shah