



## NIRAVKUMAR KHUSHALBHAI PARMAR

7 Sonalpark Society Part-2 Near Anandpark Society Danilimda Ahmedabad-380028  
8849590690 | niravparmar75@gmail.com

### Objective

I seek challenging opportunities where I can fully use my skills for the success of the organization.

### Experience

- Komal Taxfab Pvt Ltd** 01-09-2017 - 30-10-2018  
Back Office Executive  
Cutting Reports with reconciliation  
Cutting Planning  
Stitching Reports with reconciliation.  
Packing List Preparation and PO checking.  
All Billing Activities  
Ware House Stock Report Preparation
- Gtc Oil Field Services Pvt Ltd** 01-11-2018 - 29-2-2020  
Purchase Executive  
Vendor Development / Vendor Management  
Supply Chain Management  
Purchase & Procurement of Material  
Material Management
- Orient Enterprise (Guj)Pvt Ltd** 13-07-20 -  
Logistic Executive

Insert & update data and verify information from various sources relating to departmental operations as per scope of work.

Responsible for Invoicing process thru Pick & Pack for all our Customers as well as our Key customers also.

Inventory transfer process for all Branches twice in a week or as and when require. (Haridwar+Rajkot)

Ensure proper documentation for each & every entry of stock transfer & invoice in system

LR updation in SAP as and when require in absence of concern person.

Ensure accuracy of all information entered and presentation / MIS formats.

Provide the hard copies of documents / mails as an evidence/ supporting as and when required.

Maintain record & filling documents as per scope of work.

Maintain 5S System.

### Education

- Shree N.V.Patel High School** 2005  
SSC  
Firsr Class 65%
- New Upasana Vinay Mandir** 2007  
HSC  
First Class 63%
- Guajrat University** 2011  
BA(English)  
Pass Class
- Babasaheb Ambedkar Open University** 2008  
CCC  
Second Class

## Skills

- Ms Office,Purchase(Making PO),Vendor Managment,Tally Erp9,Sap,Mail Comunication,Co-ordination with staff.
- Wharehousing,Dispatch Material,Making Invoice,E-Way Bill,Credit Note.

## Language

- Gujarati Hindi English
- Read : Gujarati,Hindi,English
- Write : Gujarati,Hindi,English

## Interests

- Travelling
- Cricket
- Surfing Through Internet

## Reference

- **Dushyant Dixit - "Gtc Oil Field Services Pvt Ltd"**  
Hr Manager  
9974701263
- **Amit Pal - "Komal Taxfab Pvt Ltd"**  
Hr Assistant  
6352854876
- **Irfan Saikh - "Orient Enterprise Gujrat Pvt Ltd"**  
Warehouse Manager  
9898908421