

# RESUME

**VAGHELA MANISHA**

Mobile: 9157726173 (P),6356037157 (H) ~ E-Mail: manishavaghela553@gmail.com

## Personal Detail

Name :- Vaghela Manisha Ratilal  
Gender :- Female  
Date Of Birth :- 06/02/1996  
Marital Status :- Unmarried  
Nationality :- Indian  
Religion :- Hindu  
Address :- 58/Ganesh park Sco. Aarsodia  
Ta - Kalol Dist - Gandhinagar  
Mo No - 9157726173  
E Mail ID :- manishavaghela553@gmail.com

## EDUCATION

DEGREE/COURSE	Institute/College	University/Board	Percentage	Year of Passing
M.A	L.D.Arts Collage. Ahmedabad	Gujarat university	65%	2018
B.A	Vakhariya P.J.Collage. Kalol	Gujarat university	65%	2016
H.S.C	Vakhariya Hight sch. Kalol	GHSEB	59%	2013

## EXPERIENCE –

- Denis chemlab LTD . Runing job – Joining Dt- 12.03.2018

## ORGANISATIONAL EXPERIENCE

**Since March- 2018 to till date with Denis chemlab. Ltd.,Chhatral Officer - Finished Goods - Warehouse.**

### Role:

- Daily verification of finished goods from packing dept.
- Record Keeping as per SOP.
- Finished goods picking for dispatch as per sales order.
- Documentation like Invoicing Way bill & other Documents require as per Govt Supply.
- Inward Qty Verify with BMR .
- Export invoice & Documentation require as per Order.
- Purchase & sales Entry
- Work Experience - Store & Dispatch Department

## IT Skills:

- MS Office, Tally ERP , Tally Prime , Internet Explorer & ,E Way Bill ,E Invoice , SAP.

**MANISHA VAGHELA**