

Curriculum Vitae

Vinod Kori

Badiyadev's chawl, Opp. Indiquep Company, I.T.I. road, Kubernagar, Ahmedabad-382340

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CAREER OBJECTIVES:

- To serve in a growing organization where I can become a key player for the overall growth of the firm by efficiently utilizing my skills and ability. And where I can enhance my knowledge which provide me job satisfaction and self-development.

TECHNICAL EXPERTISE:

- Good Hands on MS Office
- Excel and MIS
- Outlook
- Good typing speed

WORK EXPERIENCE:

1) Shree Ambica Packaging (20st Nov, 2023- to Till Date) Office Assistant

Roles and Responsibilities:-

- Receiving all roll sending by client.
- Checking roll weight and confirm by client.
- Helping to start machine to making pouch after machine start check pouch ceiling.
- If roll done so prepare details materials wise on daily basis and send client.
- Filling attendance and making salaries for Machine Operator and helpers.
- Making different company's bill every month end and send to owners.
- As per owners order going some time collecting money and deposite inncompany's bank account.
- Helping ready pouch to loading on vehicle.
- Follow up for payemtns, Rolls and transport vehicle as per owners guideline.
- Co-ordinate to client for pouch regarding issues.
- Sometime owner is going out of state so co-ordinate to all client for material.

2) Kanoda Energy Systems Pvt. Ltd.(21st Feb, 2022- to 19th Nov, 2022)
Consultant - MIS

Roles and Responsibilities:-

- Making Daily Disconnected report.
- Download overload data from software 4 time per day.
- Making over voltage report daily basis.
- Serial wise entry after ready report.
- Co-ordinate to field engineers and provide as per required materials.
- Prepare Material stock manage sheet on daily basis.
- Making attendance sheet for all employees.
- Making consulting invoice for every month and send reporting manager.
- As per reporting managers task go to market and purchase required materials.
- Ready subsidy claim data and send to reporting manager.
- Making letters for submit meter repairing, lab testing and collecting all meters.
- Prepare inward and outward report every time every materials collecting.

3) Adani Green Energy Limited (1st Feb, 2021- to 19th Feb, 2022)
Computer Operator

Roles and Responsibilities:-

- Fill Daily Situation Report and sent to Seniors.
- Check all sites's incidents and Incident Report.
- Correction of any wrong Details in ISMS portal.
- Complete any pending details like incomplete Incident/Incident Report.
- Review all site's Daily Situation Report.
- Preparing All types of Report on monthly basis. Like OMP MIS Report, Incident report with action and cost (Damage cost, Recovered cost and Total Loss).
- Check Camera/ACS Uptime and Downtime. If Uptime is low so collect reason.
- Bill booking in SAP and provide to SES number to senior.
- Co-ordinate to all site's PSH for any requirement details in seniors.
- As per senior's instruction schedule meetings and preparing any other reports.
- New Site's Camera Planning in Google Earth.
- Shedule Interview for New candidate and complete co-ordinate till Interview.

4) **Kataria Automobiles Pvt. Ltd (5th June, 2018- to 6th July, 2020)**
HR Executive

Roles and Responsibilities:-

- Taking care of joining process of all the showrooms and workshops.
- Updation of Transfer and Increment of employees for all the location.
- Distribution of Uniforms.
- Provide Salary slips.
- Taking care of all the updation of more than 7500+ employees single handedly.

5) **Collectoer Office (Legal Branch) (4 Months)**
Back Office Executive

Roles and Responsibilities:-

- Stenographer (Gujarati)
- Ready all documents for court.
- Every Tuesday court active for property regarding cases.

EDUCATIONQUALIFICATION:

Class	Board & University	Year	Percentage
B. Com	Gujarat University	2017	After S.Y. Drop Out
HSC	GHSEB	2013	50.40%
SSC	GSEB	2010	54.30 %

OTHER CERTIFICATE COURSES

Stenographer (Gujarati) – ITI – 2015

PERSONAL DETAILS:-

Date of Birth : 31st December, 1994

Father's name : Ghanshyambhai Kori

Language Known : English, hindi, Gujarati

Marital Status : Married

Hobbies : Listening songs, Travelling

I solemnly declare that statements made by me in this form are correct to the best of my knowledge.

Yours faithfully,

Vinod Kori

