

CURRICULUM VITAE

PERSONAL DETAILS

Bhavin Dholakia

Residential Address: 421/1/4/2 Rawal nagar, Nr. Jivandarshan Soc. Barrage
Road Vasna Ahmedabad-380007

Mobile: +91 8000562858
Email: dholakia_bhavin@yahoo.in
Date of Birth: 1st October 1995
Nationality: **INDIAN**; Proud to Be.

CAREER OBJECTIVE

Seeking to obtain a responsible position in logistics management where my skills, knowledge and experience will be contributed towards the improvement of the company. My innovative ideas and active personality should assist me a lot in adding to the company's growth.

PERSONAL COMPETENCIES

- Willing to be responsible and accountable for any success or failure.
- Remains calm under stress.
- Ability to work in a fast-paced environment to set deadlines.
- Excellent oral and written correspondence with an exceptional attention to detail.
- Highly organised with a creative flair for project work.
- Enthusiastic self-starter who contributes well to the team.
- Reliable, Responsible, and Dependable, and Fulfilling Obligations.
- Maintains a sense of humor under difficult circumstances.
- Asks questions to clarify a situation.

INTERESTS AND ACTIVITIES

- Sports: Football, Volleyball
- Reading: Philosophical, Spiritual Books
- Movies: Motivational, Epic/Historical Films
- Traveling: Solo Road Trips
- Writing: One or Two Liners, Short Stories.
- Music: Classical, Instrumental Songs

EDUCATION HISTORY

Aug.2011 –June 2014 **Gujarat Technological University**
Diploma in **Automobile Engineering** Passing with **7.32** CGPA.

Mar.2010 –Mar.2011 **Gujarat Secondary and Higher Secondary Education Board**
S.S.C Passing with **79.2%**.

WORK EXPERIENCE

Aug.2017-Present	<p>Stores & Shipping Executive Hindustan Coca-Cola Beverages Pvt.Ltd.</p> <p><u>Responsibilities and Achievements:</u></p> <ul style="list-style-type: none">• As per plant requirements raise all type of Purchase Requisitions in SAP, send for the approval and track till material receiving and Punch Goods Receive Notes.• Maintain Daily MIS Reports and Circulate to Respective Departments like, Procurement, Production and Quality.• Material Receiving, Arrange as per the FEFO (First Expire First Out) norms, Punch GRNs, Material Issue as per the Reservation.• Maintain ROL (Re-order Level) & ROQ (Re-order Quantity) physically and systematically.• Made Flow Diagrams for Stores and Shipping.• Scrap Management-Collect, Segregate, Store and Sale-Receive Advance Payment and Invoicing.• Monthly PID (Physical Inventory Document) Process for Inventory Accuracy.• Review and maintain records of additional documentation that accompanies each shipment (for example, MSDS (SDS), Check Lists, 5S Map etc.) as defined by the local business unit.• Ensure the traceability, quality, food safety and security of products and packages are not adversely affected by storage, transportation or distribution conditions, including when using third-party transportation companies.• Store and ship ingredients, intermediate and finished products using a First Expired, First Out (FEFO) rotation principle, meeting rotation requirements set by the business unit.• Physically inspect transportation containers/trucks for any potential cross contamination of physical, chemical, or microbiological hazards before loading materials.• Worked with GF Project Team and Developed Logistics Systems-ASRS (Automated Storage and Retrieval System), Barcoding, IBM MAXIMO, PA(Public Address) System, SAP R3, Storage Equipments- CO2, Caustic Soda Lye, HCL, HSD Tanks, Cold Storage Rooms, Handling Equipments- Cranes, Monorails, Conveyors, Compactors, Racks, Reach Trucks.• Worked on Layouts and Storage Capacity of RM-PM, Chemicals- Consumables, Engineering Spares, Scrap Yard (Value Yard), and F.G.
Apr.2016-Aug.2017	<p>Logistics Executive AP Clutches India Pvt.Ltd.</p> <p><u>Responsibilities and achievements:</u></p> <ul style="list-style-type: none">• Keeping stock control systems up to date and making sure inventories are accurate in SAP.• Maintaining statistical and financial records.• Check invoices against PRs & POs and verify invoices.• Strategically Plan and Manage Logistics, Warehouse, Transportation and Customer Deliveries.• Planning future capacity requirements.• Monitor incoming supplies for quantity and quality.• Liaising with customers, suppliers and transport companies.• Overseeing the receipt and storage of incoming items.• To ensure stocking and loading of products according to FIFO rules.• Maintaining computerized records of incoming & outgoing materials.• Adhere strictly to safety rules and procedures.

WORK EXPERIENCE

Aug.2014– Apr.2016	<p>Logistics Engineer AP Clutches India Pvt.Ltd.</p> <p><u>Responsibilities and achievements:</u></p> <ul style="list-style-type: none">• Receive shipments and ensure both quality and quantity.• Create packing lists and update shipment information in database.• Organize files both manually and electronically.• Ensure that the warehouse has sufficient space for incoming deliveries.• Ensure that all items are properly numbered and tagged.• Ensure all payments are processed in time.• Ensure accuracy of all inventories.• Create and maintain contact with vendors and customers to ensure timely delivery of goods.• Preparing paperwork for regulatory bodies.• Supervise, coach and train warehouse workforce.
-----------------------	--

COMMUNITY INVOLVEMENT & RECOGNISED ACHIEVEMENTS

Sept.2016 Attained Ford MP&L (Materials Planning & Logistics),
Covisint and all the key Ford Supplier Portal Applications
(Super G, eDDL etc) Training Program at: -
Ford India Pvt Ltd (Lecture Hall 1),
6A SP Koil, Maraimalai Nagar, Chengalpattu - 603204

OTHER SKILLS AND CERTIFICATES

Language Skills:

- Gujarati
- Hindi
- English

Computer Skills:

- Microsoft applications (Word, Excel, PowerPoint, Outlook) – Advanced
- EDI (Electronic Data Interchange) Darwin Application
- SAP (**Systems Applications and Products** in Data Processing) (Business One, R/3)

Other:

- Certificate Achieved For Successful Completion Of Capacity Analysis Training
(Ford Portal).

REFERENCES

<p>Mr. Sujay Trivedi <i>Shipping Executive</i> Hindustan Coca-Cola Beverages Pvt.Ltd. E-569, Sanand - II, Industrial Estate, GIDC, Sanand - 382170, Ahmedabad, Gujarat, India.</p> <p>Mobile: +91 8000080800 Email: sutrivedi@coca-cola.in</p>	<p>Mr. Rakesh Yadav <i>Stores Executive</i> Hindustan Coca-Cola Beverages Pvt.Ltd. E-569, Sanand - II, Industrial Estate, GIDC, Sanand - 382170, Ahmedabad, Gujarat, India.</p> <p>Mobile: +91 8238072831 Email: rayadav1@coca-cola.in</p>
---	---

DECLARATION

I do hereby declare that the particulars of information and facts stated here in above are true, correct and complete to the best of my knowledge and belief.

SIGNATURE

