

Vimal G. Dhobi

Male, Married-Indian

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CAREER OBJECTIVE

I want to obtain the position of Store-Purchase & Logistics head in a reputed firm and contribute to the growth of the firm, through my work, skills and knowledge.

Employment History

- Experience in Store, Logistics (Feb. 2014 – June 2016)
 - Organization : Imports International (T) Ltd (Dar Es' Salaam, Tanzania)
 - Position: Store
 - Work Profile
 - Maintain complete stock movement of various products
 - Building material – colors ,tiles,
 - Gyproc building plaster, one coat ,
 - Gypsum board, Fire prevent board , Marine Plywood ,
 - POP Supersina, SCG colors grout,
 - Iron oxides, Tile glue,
 - White Cement , ceiling tiles
 - Periodically stock taking & checking and arrangement of stock in proper manner as per identification tag.
 - Offload containers and arrange all material in proper way as type wise with FIFO rule.
 - Prepare various reports of inventory analysis with data management skill in Ms. Office and Tally.
 - Maintain stock register on daily basis as per physical entries
 - Responsible for internal audit of stock movement
 - Taking care of customer satisfaction for delivery and services with smooth and friendly communication.
 - To assist Government executive for products inward analysis as well weight and measurement
 - Have strong local language (Swahili) skill for smooth communication with local customers.
 - Responsible for entire domain activities related to Stores Operations.
- Experience in Store, Purchase, Logistics (June. 2012 – Jan. 2014)
 - Organization : Accel Frontline LTD – Global IT Services
 - Position: Executive Store
 - Work Profile
 - Responsible for all store activities inward and outward for tracking all material as on daily basis.
 - Handling Spares Purchase of computer peripheral devises and maintains all stock of IT products (HDD all types, server, all cables, printers, etc.)
 - To arrange and provide spare as on priority daily base in all over India
 - As a logistic consistently negotiate favorable vendor contracts to keep costs law.
 - To purchase the require spare as on quotation. Also making PO for Purchase than make GRN after purchased spares.
 - Maintaining stock, generating Material transfer note & Goods receive note using ERP and Ms. Office.
 - Prepare various stocks and maintenances reports of internal & external audit, ISO audit, government IT community audit
 - Quarterly meeting for all stock checking and audit at all branches in India.
 - Assist in sales during the weekly purchase meeting with clients.

- Experience in Store (Oct. 2010 – May. 2012)
 - Organization : Anupan Industries Ltd, Nadiad
 - Position: Junior Assistant (Stores)
 - Work Profile
 - Responsible for coordinating for Stores function and ensuring timely supply of good quality raw materials and production consumables
 - Responsible for effectively handle & coordinate day to day stores operation to support Project/ Production/ Process activities
 - To receive and issue oil and diesel to the Engineering Department at the plant as requested.
 - Responsible for Coordination in Scrap Management & Waste Disposal and Inward and Issue of raw material as per procedure
 - To check materials being received against documentation to ensure items and report any variances
 - Supervise inventory and material which is use to making crane and maintain stock
 - Maintaining stock in SAP of goods such as steel stock (all regarding Tower crane/EOT crane) like Angel, channel, pipes, square tube, rectube , round bar, I beam, H beam, also consumables etc. and tracking in excel sheet whole material
 - To conduct periodic stock takes as required for all the engineering spares and fuels at the plant.
 - Assist in logistics for collection & dispatch the material on daily basis
 - Preparing all stock and maintenances reports regarding internal & external audit as well ISO audit
- Experience in Store (Apr. 2009 – Sep. 2009)
 - Organization : Pranav System, Nadiad
 - Position: Inventory Controller / Computer Operator
 - Work Profile
 - Expertise in maintain and tracking of all inventory and updates of all computer peripheral devices as well known basic installation of all hardware and software components

EDUCATION RECORD

2012 – 2014	MBA (Material & Supply Chain) Mahatma Gandhi University, India
2006 – 2009	BCA Dharamsinh Desai University, Nadiad, India
2006	Std. XII Jeevan Vikas Education Academy, Nadiad, India
2004	Std. X Jeevan Vikas Education Academy, Nadiad, India

Computer proficiency

- Brief knowledge of computer maintenance
- MS-Office
- Computer Hardware
- Experienced – ERP , Tally , SAP , FoxPro, Excel

Thanks and Regards,
Vimal Dhobi
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