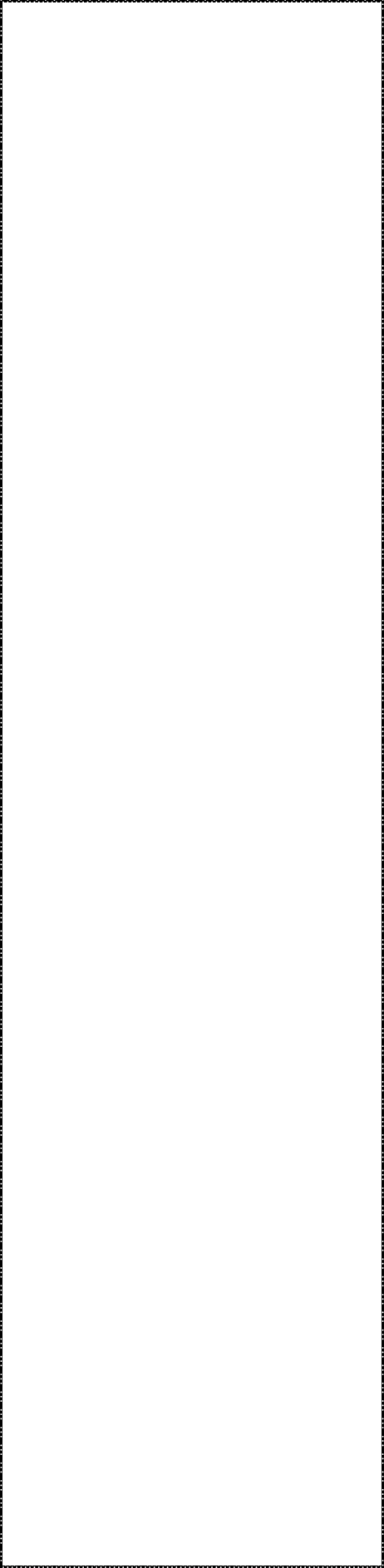
Curriculum Vitae



**Personal Details:** -

**Name**: -Soni Amit Pravinbhai **Contact**No:- +91 8401401976

[**Email:-**amitsoni435@gmail.com](mailto:-amitsoni435@gmail.com)

**ResidenceAddress: -**

C-705, Omkar Hill, Opp. Karnavati-4, Behind Divine Life International School, Narol, Ahmedabd-382405

**D.O.B.: - 23RD February 1977**

**Marital Status: -** Married**.**

**Family Background: -**

**Academic Qualification: -**

**Institute:-**

LanguageKnown**: -**

* English, Hindi, Gujarati

**Hobbies: -**

* Newspaper, Books, Novel,
* Listening Music
* Cricket
* Internet Surfing

# Career Objective:-

Dedicate my career in the field of commerce and corporate sector with my best effort and output to archive may as well as company / firm satisfactory Growth.

# Job Profile: -

Overall, in charge of Stores Raw Material, Semi Finish Products, and SpareParts & Promotional Items.

* FIFO Maintain as per management declared policy
* Properly arranging and stacking of goods to avoid damage and wastage.
* Prepare monthly stock statements with verification of physical stock
* Loading / unloading of goods to ensure timely deliveries to Vendor.
* Maintain Inward / Outward Stock records thro’ manually register.
* Preparation and submission of various MIS report to R.O. / H.O.
* Generate Form 403 / 402 for Inward and Outward goods.
* Maintain Inward / Outward Stock / Rejection Stock / Damage stock in System as well as manage stock at floor level.
* Coordinate to H.O. & Regional Manager about stock status.
* Recd. Mat. Against purchase order
* Issue mat. Against issue slip to production dept.

|  |  |  |
| --- | --- | --- |
| Name | Relation | Occupation |
| Dharini | Spouse | Housewife |
| Kusumben | Mother | Housewife |
| Milan | Brother | Job |

* MS Excel also uses for maintaining store record.
* Rejection Stock / Stationery Stock / Oil & Greases / Packing mat. / Chemical Stock also maintain in Store Dept.

# Computer Skills: -

* + MS Office 2007 / Outlook 2007 / Excel

|  |  |  |
| --- | --- | --- |
| Exam. | Pass Yr. | % Of Marks |
| S.S.C. | 1992 | 55 |

* + Store Package (Tally, Info LN & Corporate Munim / Udyog ERP)

|  |  |  |
| --- | --- | --- |
| **Firm Name** | **Designation** | **Duration** |
| **Norquest Brands Pvt. Ltd.** | **Store In charge** | **Onwards April 2021** |
| Vimalachal Print & Pack Pvt. Ltd. | Store In charge | 10/2018—04/2021 |
| Shailesh & Co. | Gst / Stock Audit Asst. | 04/2018---10/2018 |
| Miraclus Orthotech Pvt. Ltd. | Store In charge | 04/2017—03/2018 |
| QFX Technologies Pvt. Ltd. | Warehouse Manager | 08/2016----03/2017 |
| Kent RO Systems Ltd. | Store Executive | 10/2013---07/2016 |
| Prashant Gamatex Pvt. Ltd. | Store In charge | 06/2011---01/2013 |
| Swastik Textile Engineers Pvt. Ltd. | Store Executive | 06/2008—04/2011 |

**Work Experience: -**

|  |  |  |
| --- | --- | --- |
| Name | Course | Grade |
| Info Comp Center | Tally ERP9 | A+ |

# Personal Traits: -

I set high goals and work hard to achieve it. I strongly believe in hard work, Smart work, and teamwork. I have a good tendency. **I live with the words “if you believe it the mind can achieve it.**

**Current CTC: -28,000/-**

**Notice Period: - 30 Days**