RESUME

**Objective:** Looking for an increasingly responsible designation in the management department of a reputed company where knowledge of Management and Professional experience will be utilized for the better organizational productivity through continued development of the professional skills

**NAME:**  BIPIN DINESHKUMAR JAYPAL

**ADDRESS:** F-501 Akshay Residency Nr Dwarkesh Heaven, New CT Road,

ChandkhedaAhmedabad-382424

**BIRTH DATE:** 27TH OCT 1988

**SEX:** MALE

**NATIONALITY:** INDIAN

**LNGUAGE KNOWN:** HINDI, GUJRATI, ENGLISH.

**HOBBIES:** SWIMMING, READING

**MAIL ID**: **jaypal\_bipin@yahoo.com**

**PHONE NO:** +919723336290

**Academic Qualifications:**

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| --- | --- | --- | --- |
| **Year** | **Qualifications** | Board | Grade |
| March, 2004 | S.S.C. (Class X) | Gujarat Secondary Education Board | Second Class |
| March, 2006 | H.S.C. (Class XII) | Gujarat Higher Secondary Education Board | Second Class |
| March, 2009 | B.COM | Dr B.R. AMBEDKAR OPEN UNIVERSITY  (DLP) | Second Class |

**Work Experience:**

**Job Profile:**

1: Currently Work In: **Proconnect Supply Chain Solution Pvt Ltd**. As a SCM-executive From Aug-2016 To Present

RESPONSIBILITY: Daily Coordiation With Customer For Orders. PROCESS ORDERS In WMs. Material management, Import material Received, Daily Outward, permits Check, Team mangement Of -5People.

2: Watertec INDIA Pvt ltd. (From 1St Sep-2012 To 31St Oct-2015) AS A **Store in chARGE** RESPONSIBILITY: maiNtain Over All Store Materials, Daily Orders Process, Picking Packing Of Materials, Dispatch Plan Of Customers material, Daily Reports Send To Ho, Monthly Stock Verification, HANDLE-3-people Team, Independltly Running Branch. Making MONTHLY MATERIAL Requirement.

3: ARAMEX INDIA PVT LTD. (From 1St APRIL-2012 to 30St SEP-2012) As a WAREHOUSE In CHARGE (3PL RESPONSIBILITY: Maintain Ovarall Warehouse Oprations, CUSTOMERS Coordination, and VENDOR Manage, Lead Team People Of 8-10 Persons In Warehouse, MIS Reports making, and MATERIALS Requirements.

4: Pantaloon Retail (I) Pvt. Ltd. (From 11nov-2007 to March- 2012)

Start as an Executive and after 3yr Take A Charge of Store In charge. RESPONSIBILITY: Starting As Sales Executive Handle Walk in Customers. Then Doing Work As back Office Executive, After Giving Internal Exams I Pramoted As Assitant Department Manager, Maintain Store Opration, Target aCHIVEMENT pLAN,

**Strength:**

1. Handled any job assigned sincerely & complete it successfully

2. Friendly Nature.

3. Good communication skill.

4. Maintaining warehouse properly.

5. Team Handling.

Job Responsibility:

• MIS Reports Preparing Which Needs Management

• Daily Inward outward Process monthly Cycle Counts

•Looking after day to day activities of the Stores & Warehouse.

•Co ordination with Vendors for any problem related to Invoice and in warding issue

**• They coordinate with project managers, warehouse employees, and shipping**

**supervisors to plan and schedule pickups and distribution of inventory items.**

**• Inventory analysts perform regular inventory counts and verify the numbers against shipping and receiving logs**

•Ensuring timely submission of the bills in commercial dept.

•Maintain FIFO Movement.

•Timely receipts & dispatch of consignment. •Inventory management,

•Cycle Count •Maintaining 0 % stock discrepancy •Daily Monthly MIS Report. ● Internal audits, External audits, SOP,6S, Quality Management

**COMPUTER KNOWLEDGE:** MS OFFICE. MS Excel, SAP, Lookup in Excel

**YOUR’S FAITHFULY, BIPIN JAYPAL**

**PLACE: AHMEDABAD**