## ***CURRICULUM VITAE***

### Rana Gautam .I

**E-mail**:-gautam2485@gmail.com

***Permanent / Mailing Address:***

RANA GAUTAM ISHWARBHAI

Block No: 874/6

Bhilwas,

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Sardarnagar

Ahemedabad-382475

***Contact:*** (Mob) +91-8980455675 ® 079-22860407 (OFF) 079-66189424

***Carrier Objective:***

Seeking a Challenging Carrier with Opportunity to Utilize and Refine my Skill.

***Educational Qualification:***

* Passed H.S.C. (10+2) From Gandhinagar Board in 2008.
* Passed S.S.C. (10) From Gandhinagar Board in 2006.
* T.Y.B.Com From Gujarat University Board

*Other Certificate:*

* *CRS course From Ummid.*
* *English speaking course from NEHA GROUP TUTION CLASS.*

***Proficiency In Computer:***

* I can work in Ms-Office, Ms-Word, and Ms-Excel & Tally 6.3, 7.2 versions.
* I can work in MMS, Orion –Oracle11.I, IDS-V6 programs.

***Proficiency in Languages:***

* Guajarati, Hindi, English

#### Professional Experience:

|  |  |  |  |
| --- | --- | --- | --- |
| **NO.** | ORGANISATION | WORK | PERIOD |
| 01 | THE UMMED AHMEDABAD | Store In charge | **May-2016**  **TO TILL DATE** |
| 02 | THE GATEWAY HOTEL UMMED | Store Assistant/Receiving | **Nov-2009 TO May-2016** |

***Present Job Profile:***

Presently working with **THE UMMED HOTEL AHEMEDABAD**.I am looking after receiving of material, Daily-Bajar ,Groceries ,Perishable ,Dairy Product During as per receiving scheduled,

I follow up the local supplier for the material .

Maintain Complain Register.

Maintain **HACCP** (Hazard Analysis & critical control point ) book as per **SOP**(Standard operating Process )

Maintain **FIFO** system in the store from indent to issue.

I have look after cleaning schedule for store as per SOP(H.A.C.C.P)

Now we are follow as per Iso-22000 Process for

* + - * + Paper work and hygiene our store as per instruction by HOD and Ex, Chef

Learning of stock inventory management from store in charge.

Helping to purchase Dept.

* To Indentify & Develop vendors In order to enhance product quality & reduce cost
* To Secure competitive price quotations for all purchase
* To Issue & monitor purchase orders to ensure timely & correct delivery of material to user dept.
* To Co ordinate with head of departments of statndard purchase specifications for various items.
* To Monitor the storage sanitation & cleanliness standards & in goods receiving area & storeroom.
* To Propose cost saving opportunities by staying informed about new products & Trends in Logistic, Inventory control & purchasing
* To Work in association with the accounts departments in the area of pricing, purchase contract & payments
* To MIS on price lists, Regular purchase, Supplier information, Purchase order, par stocks etc.
* To Ensure adherence to all the statutory requirements / polices related to purchase.
* To Release Tender Advertisements for yearly Rate Contracts & Rate Negotiations

***Personal Details:***

Date of Birth : 24TH March 1990.

Father’s Name : Late, Rana Ishwarbhai Babubhai

(Taj Residency-ummed)

Religion : Hindu

Marital Status : Married

Interest : Making good PR, Reading, Music, and Traveling.

## I request to management kindly consider my request humbly.

## 

Thanks

You’re faithfully,

Gautam Rana