**KAMLESH TRIVEDI**

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**Permanent Address:** B/1, Parth Appartment, Opp, Rajsuya Bunglows, Ramdevnagar, satellite, Ahmedabad -380015.

**Phone:** +91 9925552981 **E-mail:** trivedikt@gmail.com, **Date of Birth:** 11th Mar 1976

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***Career Objective***:

Enthusiastic and versatile young professional seeking to work in a challenging environment. Known as an ambitious, conscientious, loyal and ethical individual who goes "above and beyond" to achieve personal and professional goals/objectives.

***Professional Summary***

# Excellent analytical, problem solving, communication, and interpersonal skills and

Can perform well in a team environment.

# Have Knowledge of Warehouse Management system (WMS)

# Have good leadership qualities, always take responsibility of work & quickly adapt to changes.

# Resolve routine customer problem

# Ability to Identify Opportunity & Implement Process Improvements

# has IT technical experience and skills in the areas of problem determination, and analysis.

# Ability to meet a set of defined account agent productivity measurements.

# Understanding of all warehouse Activity

**#** Extensive experience Managing in different areas in Ware House, Supply chain, Account, cash, Procurement, Inventory Control, Logistics and material planning etc.

***Technical Skills***:

|  |  |
| --- | --- |
| Operating System | WINDOWS 7-10, REDHAT |
| Languages | FOXPO, C, C++, |
| Office Suite | Office – XP, Office -2003, Office 2007,office 2010 |
| Internet Tools | HTML |

***Skill Set*:**

•   Have Knowledge of WM (Warehouse Management)

* Excellent written and verbal communication

•      Strong customer focus and result oriented

•      Strong analytical skills, quick learner and strong Team Leader

•      Strong understanding of capturing requirement

**Application knowledge**:

•      Working knowledge of MS Excel, MS Word and MS Outlook

• Working Knowledge of SAP

* Knowledge of ERP

***Professional Experience***:

|  |  |  |  |
| --- | --- | --- | --- |
| ***S. No.*** | ***Company Name*** | ***Designation*** | ***Duration*** |
| 1. | **Astral Polytechnik Ltd** | **Asst. Manager (Ware House)** | **April-2004**  **to**  **At Present** |

***Job Responsibility: -***

***Handling all inbound process***

* Responsible for wall ware house activity.
* Receipt of material from GRN preparation,
* Handling Man power, staff, co-ordinate with party & marketing person.
* Inviting quotations, Negotiation & Comparative analysis of proposals with transporter.
* Interaction with Transporters for timely delivery of material & Transporters’ Rating.
* Responsible for reducing obsolescence of material by using slow moving material in other models
* Ensuring proper receipt of material and issuance of material by FIFO.
* Dispatching material with proper condition & proper counting.
* Ensuring Proper accounting of Stock against Books.
* Stock Reconciliation on Weekly, Monthly & Yearly basis.
* Responsible for effective utilization of space, proper storage of Material to minimize damage.
* Streamlining the system and procedures for effective inventory control for ensuring ready availability of materials to meet the desired targets.
* Handling the inventory management in warehouses
* **Team Management**: Creating & sustaining a dynamic environment that fosters development opportunities and motivates high performance amongst the team members.
* Maintain Damage Reports
* Work with safety & rules for staff & labor.
* Co-ordinate & manage all staff & labor.

|  |  |  |  |
| --- | --- | --- | --- |
| ***S. No.*** | ***Company Name*** | ***Designation*** | ***Duration*** |
| **2.** | **Rasna Pvt ltd.** | **Edp Executive** | **May-2003 to May-2004** |

***Job Responsibility: -***

**Responsibilities:**

* Responsible for Server, computer, managing all the system related issue.
* Planning for daily backup

***Trainings:***

***SAP management training.***

***Education:***

|  |  |  |
| --- | --- | --- |
| Examination / degree | School/university | Year of passing |
| B.COM | Saurastra Univercity | 1996 |
| 12th | G.S.E.B. | 1993 |
| 10th | G.S.E.B. | 1991 |

***Personal Details:***

Name                                 :    Kamlesh Trivedi.

          Sex                                      :    Male

         Language known            :    English, Hindi & Gujarati.

          DOB                                      :    11TH March 1976

          Hobbies                               :     Music, Travelling, Internet Surfing,

Playing Cricket.

Address : B/1, Parth Appartment, Opp, Rajsuya Bunglows, Ramdevnagar,

Satellite, Ahmedabad – 380015.

*I hereby declare that information provided by me is true to the best of my knowledge.*

Place: Ahmedabad ***Kamlesh Trivedi.***