**Mitesh Shah**

**Academic Record** : B.Com – Gujarat University

**Additional Qualification** : Diploma in Computer Application

Cleared GCC exam (30 wpm)

**Profile**

30 Years of hands on experience in stores operation, accounting & Computer & Admin Work.

Experience.

With Ronak Buildwell Pvt Ltd as a Purchase Officer Since Febuary – 2022 to Till Date.

With N.G Group at Gallops Industrial Park as a Store Keeper Since May-2019 to Febuary- 2022.

With Scon Projects Pvt Ltd at Hindustan coca cola Pvt.Ltd Sanand as a Store Keeper (Since November-2016 To April-2019.

With RSB Projects Limited at SAG Site Bidaj as a Stores & Admin Officer ( April 2014 To October 2016)

With **Gammon India Ltd** at Godavari Bridge at Rajahmundry site as a Officer Stores (July2008 TO March 2014)

With **Mukund Limited** at its **Reliance Petroleum Ltd** – Jamnagar site as Stores Executive (June 2006 to June 2008)

With **Desai Construction – Valsad** as Sr. Executive – Store & Logistics.

With **JMC Projects (India) Ltd** as Sr. Storekeeper.

**Job Responsibility**

* To establish & to implement the receiving procedure for all incoming inputs, its identification & accounting.
* To store material in the right place and in the best suitable/prescribed manner.
* To ensure periodical inspection and establish correct method to properly preserve the materials.
* To establish handling systems for safe movement of inputs to all users.
* To educate the staff / labour for their timely execution of allotted work.
* To maintain complete & up-to-date records both for physical storage and accounts.
* Coordination with all linking department within the company & with external agencies.
* To take all steps for the replenishment of stock
* To develop and to arrange all required packing materials.
* Responsible for inventory control.
* Reconciliation of third party account (job work).
* To maintain good house keeping in the entire storage.
* Monitoring receipts & issues in store department, purchaser bill verification, informing management about stores situation and keep stores in updated condition.
* Proper filing of voucher.
* Preparing of planning sheet & challan for internal material transfer..
* To prepare transport document for the material to be dispatched to site in other state.
* To check quantity and quality of raw material.
* To prepare MRN of purchased material of manual system.
* Transportation logistics activities.
* To prepare Material Indent and Purchase order and Item Receipt Note for ERP System.
* To collect the quotation and prepare comparison statement for new item for purchase and prepare purchase order on ERP System.
* To prepare purchase order for new asset material.

**Personal Details:**

**Contact Address : Mitesh Sudhirbhai Shah**

14, Amardeep Flats-II

Opp. Fatehpura Water Tank

Fatehpura, Paldi, Ahmedabad – 380 007

India

Mobile No. : 097122 48328

Res. No. : 079 26607860

**Birthdate** : 15 February 1968

**Nationality** : Indian

**Marital Status** : Married

**Languages Known** : Gujarati, Hindi, English

**Reference** : Can be provided on request

**Salary Drawn** : Rs. 32,000/- GPM + Food & Accomodation

**Salary Expected** : Negotiable

**Mitesh S. Shah**