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| **Patel Ankit R.** B 302 Pramukh flora flat, Near Rajdhani town ship, Radhanpur road  Mehsana 384002  **Cell**: **+91- 9687811502,+91- 9099938685**  **E-mail: ankitpatel917@gmail.com** |  |  |

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| Professional Summary | **1. Finar Limited with since September 2014.**  **2. I Have Experience in Ameya Perfomatt Pvt ltd 8 month.**  **3. I Have Experience in K B Pharmaceutical in 18 Month.**  **ROLE & Responsibility: (Finar limited)**  **Sr. Executive - Dispatch and Logistics.**   * **Professional Background** * To handle entire dispatch department & logistics department. * Responsible for dispatch, distribution of material, preparation of dispatch document, prepare domestic invoice, prepare export invoice, ledger create reports from sap system as well as excel. * Maintain warehouse facilities to ensure smooth functioning – made arrangement and sales order to meet dispatch target. * To ensure stock items are tallied with sap stock. * Prepare goods receipt note, daily purchase note, lorry receipt, credit note & debit note. * To organize continue stock taking with internal auditor for all stock item time to time * Maintained the budget of all the expenditure incurred and presented same to warehouse manager * Reported to director on regular basis regarding the need/demand of items so that future orders could be placed accordingly. * Maintain narcotize item register and stock day to day. Like methanol, acetic anhydrous, ammonium chloride etc. * Co-ordination with transporters for timely dispatch. * Coordination with purchase department. * To maintain all vouchers and Expense files. * Check and approve transportation bills. * I am handling my team, 3 supervisor and 6 workers. * Coordinate with packing department, production, and Quality department for material dispatch. * **Skill**      * Time Management * Accounting management * Planning & Scheduling * Expediting Solutions * Leadership & Supervision * Building, Motivating & Leading Teams * Decision Making * Teamwork * Record Keeping * Written & Verbal Communication        * **Professional Achievements** * Over 9 years of warehouse, dispatch, logistics, purchase & store experience. * Hard working and detail oriented, with the ability to multi-task effectively * Able to arrange and coordinate regional, national, and global logistics * Expert in the use of pallet movers, standup forklifts, swing-reach trucks, and order pickers; troubleshoot breakdowns and call for repairs. * Experience knowledge in supply chain management, warehouse management and dispatch and logistics knowledge. * **Career Objective**     Seeking a responsible post for challenging position and looking forward to a making a significant contribution in a company that offers a genuine opportunity for progression. | |
| Education | * **BBA (Bachelor of Business Administration) (57.50% - April- 2012)**   Smt. S. B. Patel. Institute Of Business Management Visnagar (Gujarat).  **⏺ HSC (12th \_ Commerce) (74.00% - MARCH-2009)**  M.S. Patel vidhyalaya Kantharavi(Gujarat) | |
| OTHER KNOWLEDGE | MS-OFFICE: Knowledge Of excel, MS-word, power point, Email and SAP(HANA). | |
| PERSONAL PARTICULARS | | |
| Date of Birth | | 20-March-1991 |
| Nationality | | Indian |
| Marital Status | | Married |
| Languages Proficiency | | English, Hindi, Gujarati |
| Salary | | 4,54,217 per Anum (Bonus and leave salary exclusive). |
| Permanent Address | | Patel Ankitkumar RamanbhaiAt &Po: Mehsana Pramukh flora flat, radhanpur road mehsana -2  Ta: Mehsana, Dist:-Mehsana,  Gujarat, India. |

***Declaration & Signature:***

*I hereby declare that the information provided in this document is true to the best of my knowledge.* ***(A.R.Patel)***