**RESUME**

**Name : Rankit Ashokbhai Panchal**

**Address**: 4-Gokul Dham Tenaments, **Contact No** : **96014 88032**

Near Gayatri School,

Naroda, Ahmedabad –382330 **Email id**: **Panchal\_rankit@yahoo.co**

* ***OBJECTIVE****:* 
  + I will prove my caliber to work in highly competitive environment and achieve success in terms of performance with growth, the dream will be to be an outstanding personal and make a strong mark in the industry.
* ***ACADEMIC QUALIFICATIONS:***
* SSC with Second Class Mark from GSEB.
* HSC with Second Class Marks from GSHEB.
* Third Year B.A. with second class Marks from Gujarat University.
* P.G.D.C.A with first class from **SITD**.
* ***PROFESSIONAL EXPERIENCE:***
  + Worked with **RAMA POLYCON PVT LTD** as an **Excise Executive** From 4th March 2012 to 31th May 2014 (Doing Excise & Accounts work).

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* + Working with **ASTRA LIFECARE (INDIA) PVT LTD** as an **Excise Executive** From 7th Jun 2014 (Doing Excise & Accounts work).

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* ***JOB PROFILE :***
* Excise work (Maintain all registers of Excise manually & computerized. (RG I,RG 23 A Part II, Daily Stock Register, Job Work Register, PLA Register).
* Excise & Service Tax Day to day maintenance of Excise & Service Tax Registers & Records, Checking of Inputs & Capital goods & Input Service Invoices before availing CENVAT Credit.
* Preparation of Challan for the movement of Inputs for job Processing and maintain related records.
* Monthly AER-1 & ARE-2 Data Preparation,
* Preparation CT-3 Form, Intimation, Examination Report, P.O.E, Cenvat & Service Tax Quarterly Refund,
* Inward Outward Packing Activity in Pharma Products.
* Make a GRN in ERP in Dispatch Process in RM-PM Material.
* Making GRN in SAP with physical checking.
* Physical Checking product with Invoice, COA, MFG & EXP date.
* Aft are GRN Location entry in WMS(SAP).

CURRENTLY- WORKING

**Name of the Company : INTAS Pharmaceuticals Ltd., -Matoda** **Designation** : **Officer - Warehouse**

Presently working

**Job Responsibility**:-

* Reporting to Department Head.
* Having good knowledge of SAP
* Daily correspondence with HO people for sales orders.
* Daily correspondence with LLM dept for short products availability.
* Daily correspondence with Q.A dept for releasing products from Quality Inspection.
* Prepare GRN daily basis of receive goods from Matoda, Dehradun, Vatva & Sikkim plant, also from LLM plants and Third parties.
* Solving various queries regarding to receiving product from Third parties, LLM Plants.
* Make an invoice against the sales order and stock transfer note as per allocation plan & dispatch schedule received from H.O.
* Transporter arrangement for daily dispatches.
* Maintain dispatch details.
* Keep in touch with transporters & courier persons for deliver consignment as per transits time.
* Dispatche detail upload in SQL server for C&F GRN.

Prepare report as requirement by H.O.D as well as Logistic & Distribution Vice President

* Prepare daily location wise, transporter wise & courier wise dispatch report.
* Near expiry report & inventory level report.
* ***ComputerProficiency:***
  + Ms Office, Knowledge of Internet Emails etc.,
  + Pharmacist, Tally 9.0, DTP, VB.Net, Java Script, HTML
* ***ACHIEVEMENTS:***
  + **P.G.D.C.A**
  + ***Personal Details***
  + **Name :** Rankit A Panchal
  + **Birth Date** : 18/08/1988
  + **Marital Status** : Married
  + **Gender :** Male
  + **Nationality :** Indian
  + **Interests** : Watching Movie, Make a new Friend
  + **Languages Known** : Hindi, English, and Gujarati
  + **Hobbies:**
  + Watching Movie, Reading, Visit New Places, Make a new friend.
  + **STRENGTHS:**
  + Ability to overcome obstacles
  + Willingness to learn From mistakes
  + Positive thinking
  + Continuous Learning
  + **Declaration:**
  + I here by declare that the above-furnished information is true to my knowledge.

**PLACE: AHMEDABAD Regards,**

**DATE:**

**(Rankit Panchal)**.