ANANT VINODBHAI VAGHELA

**Cell: +91 - 9723 11 7162 ; E-mail: anantvaghela007@gmail.com**

**Job Objective:** Seeking a middle level position in the field of Stores with a leading organization where I can utilize my learned skills as well as enhance my work knowledge.

**Professional Profile:**

* Pursuing B.A from Gujarat University having work experience of more than 10 years in the field

# of Back Office and Stores.

* Previously designated as a **Store In charge** in **PREMIER POLYMERS** Naroda GIDC
* Previously designated as a **Store Officer** in **HAVMOR ICE CREAM LTD** Naroda GIDC.

**Organizational Experience:**

# ARVIND CORROTECH LTD as a SR. Store Executive (Jan.2022 to Till Date)

# JOB PROFILE:

# Inward of Raw material, Semi-finished material conducting proper inspection/checking as per given guidelines/requirement by Production Manager and arrange to store the same carefully in Store Room

# To maintain Stock Registers of Raw material, Semi-finished material and Finish stock and provide the same to Excise Officer whenever required

* Follow up with local Logistic companies regarding ordered material and related documents, if any

# I Have Handle Inventory Management on System & Physical

* Research potential vendors
* Compare and evaluate offers from suppliers
* Negotiate contract terms of agreement and pricing
* Track orders and ensure timely delivery
* Review quality of purchased products
* Enter order details (e.g. vendors, quantities, prices) into internal databases
* Maintain updated records of purchased products, delivery information and invoices
* Prepare reports on purchases, including cost analyses
* Ensure proper storage & maintain stock levels and place orders as needed

# PREMIER POLYMERS, AHMEDABAD as a Store In Charge (Dec. 2014 to Jan.2022)

# JOB PROFILE:

* Inward of Raw material, Semi-finished material conducting proper inspection/checking as per given guidelines/requirement by Production Manager and arrange to store the same carefully in Store Room.
* Issuance of Raw material and Semi-finished material for production requirement. (internal activity)
* Looking after dispatch of finished material (Finished Product) independently as per daily dispatch plan.
* To maintain Stock Registers of Raw material, Semi-finished material and Finish stock and provide the same to Excise Officer whenever required.
* Handling 3 Stores and related activities independently.
* Follow up with local Logistic companies regarding ordered material and related documents, if any.
* Taking Physical stock of materials lying in store on regular basis and tally the same with stock

register and inform the Management in case of any material’s lost.

* Directly reporting to Production Manager & Director.
* I Have Handle Inventory Management on System &Physical.
* **HAVMOR ICE CREAM LTD AHMEDABAD AS A Store Supervisor (Jun. 2010 to Nov 2014)**

**JOB PROFILE:**

* Responsible for receiving and issuing of materials
* Supervising of workers
* Preparing of GRN and forwarding to QC department for checking
* Maintaining of General Items register
* Systematic store keeping of materials according to ISO procedure
* Responsibility of stores house keeping
* Maintaining of essence register as per IOS procedure
* Responsible for monthly stock checking
* Identify slow moving and non-moving items and taking necessary action**.**
* Providing samples of QC department per GRN
* Responsibility of day to day material process planning according to production planning
* Responsible to follow the ISO procedure
* Systematic storekeeping of materials wise GRN no, Date etc.
* Assisting Stores manager to make raw material planning,
* I also Doing work in SAP Software System.

**Academic Details:**

* T.Y B.A Persuing from Gujarat University.
* H.S.C from GSHSEB with 53.00% in March 2006.
* S.S.C from GSEB with 45.29% in March 2004.

**Additional Qualification:**

* I have completed DTP computer course from ITI, Kubernagar.

**Personal Details:**

**Name:** Anant V Vaghela **Father’s Name:** Vinodbhai G Vaghela **Date of Birth:** 27th July, 1989

**Gender:** Male

**Contact No.:** +91 - 9723 117 162

**Address:** A/22/254, Krishna Nagar Housing Board, Saijpur Bogha, N.H 8, Naroda Road,

Ahmedabad – 382 345Gujarat

**Marital Status:** Single

**Languages Know:** Gujarati, Hindi, English

**Nationality:** Indian

**Personality:** Pleasing

**Hobbies:** Internet Surfing & Listening songs

**Assets:** Honest, Punctual & Sincere

**Thanking You**

# ANANT VAGHELA