# **Mehul Gajjar**

**Mobile NO. 9624789116**

**Email🖎:- mehulgajjar190381@gmail.com**

# **OBJECTIVE**

To work with esteemed organization and grow along with it. To be a part of the changing environment and contribute towards self and organizational development.

To seek career growth through hard work and sheer dedication with your organization, thereby providing myself as an asset for the organization.

# **FIELDS OF INTEREST**

Development related projects which improve my knowledge and increase Company's value.

# **WORK EXPERIENCE**

* At Presents I am Working with  as a Purchase Encharge since February 2013.Now I am working to January 2016 with Hotel Nami Residency it’s a seventy three rooms luxurious hotel. Here I am looking for Purchase & Store. There I am responsible for all activity of Purchase & store.
* I am Presents Work of Prominent corporate residency as a store Executive since march 2017 to continue. Prominent corporate residency is a forty nine rooms luxurious hotel.

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# **JOB DESCRIPTION**

* Managing purchase schedules for timely procurement of materials, raw materials and equipment..
* Implementing inventory control measures to reduce obsolete stock, keeping tab on slow-moving items and achieve reduction in inventory management cost.
* Monitoring and managing Inventory Valuation on a weekly basis for the entire stock.
* Market survey get the products knowledge & market Ability.
* Find out New Brands products & substitute for reduce cost.
* Follow up with suppliers for materials and rejection, replacement and returning excess materials.
* Make Annual contract of all perishable item as per market ability.
* Co-ordination for physical material available to all departments.
* Taking monthly physical stock inventories within stores.
* Coordinates Quarter / year end stock taking according to the directions given by Finance / Audit Team with Absolute ZERO variance.

# **EDUCATIONAL QUALIFICATIONS:**

* 10th pass for 1997
* Knowledge of working with IDS software,
* Knowledge for basic computer

# **PERSONAL DETAIL**

**Date of Birth** : 19st March 1981

**Mobile No**  : 9624789116

**Marital Status** : married

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

**Address** : Akshrdham heights opp,united school

Near madhav farm vastral.

# **PERSONAL ATTRIBUTES**

I hold as enthusiastic and positive outlook towards life.

I feel responsible in handling varied tasks and to carry them out efficiently and

Successfully to their end.

I work on the purity of conduct and courage to achieve objective set for me.

**Date : Signature**

**Place :** Ahmedabad  **MehulGajjar**