**RESUME**

**NAME : BHARGAVKUMAR RAJANIKANT SEVAK**

**Permanent Address Present Address**

**Address :** Ghanti Suthar fali,Lunawada House No: 7/8 , Rushikesh Society ,

TA- Lunawada Dist- PMS Sanand, Ahmedabad

PIN-389230 Gujarat (India) PIN-382110 Gujarat (India)

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**E-mail** : [sevak.bhargav@gmail.com](mailto:sevak.bhargav@gmail.com)

[bhargavsevak@gmail.com](mailto:bhargavsevak@gmail.com)

**Personal Particulars**

**Date of Birth :** 9th June 1990 **Gender** : Male

**Nationality :** Indian **Marital Status :** Unmarried

**Educational Background**

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| **NO** | **DEGREE** | **UNIVERSITY** | **Percentage** | **Year** |
| 1 | SAP-MM | Lithon ginovate | 66 | 2015 |
| 2 | M.COM | GUJARAT UNIVERSITY | 48 | 2012 |
| 3 | CFA (GROUP 1) | ICFAI | 55 | 2011 |
| 4 | B.COM | GUJARAT UNIVERSITY | 52 | 2010 |
| 5 | ITIMS | IIHT | 2nd class | 2009 |
| 6 | HSC | G.S.H.S.E.B | 45 | 2007 |
| 7 | SSC | G.S.H.S.E.B | 47 | 2005 |

**SKILL (IT)**

**SAP** : Knowledge of SAP (MM Module)

**MS Office** : MS Word, Excel, Power point, Access, Outlook

**Tech. Knowledge** : A+, N+, MCSA, CCNA

**Installation** : Windows 98, 2000, 2003 Server, XP, Vista, Win 7

**PROFESSIONAL EXPERIENCE**

**1 TATA AutoComp systems Ltd. Sanand – Gujarat**

**From 3rd Feb 2012 – 3rd Jan 2015**

**Store Officer.**

**2 OERLIKON GRAZIANO, Sanand – Gujarat**

**From 5th Jan 2015 – Till date**

**Logistic Executive.**

**JOB PROFILE**

**RESPONSIBILITIES:**

1. **Store Handling: -** Handle the all stores i.e.Raw-Material Store, BOP Store,Paint Store,

Maintenance StoreFinished Goods Store & Rejection Store.

1. **PHYSICAL INVENTORY: -**Responsibility of physical inventory for all kind of material

regarding store. Control on stock variation under 1% of total store

inventory.

1. **AUDIT: -** Face the ISO & TS audit. Taking internal audit & short out the issues.
2. **GOODS INWARD**: - Monitoring the gate entry & make GRN properly.

Inform to QA person before unload the material from vehicle.

Unload material on dock, Check Invoice Qty with physical Qty.

If short material received from vendor, inform to Buyer(Purchas department), &make GRN with short Qty& also raise debit note to Supplier.

Move thematerial in identified location with OK tag.Maintain layout for all stores. Maintain MIN/MAX level for all parts.

1. **TIMELY ISSUE MATERIAL: -**Material issue to user department as per

requisition slipwith FIFO & also punch in system.

1. **STOCK TAKING: -** stock taking as per ABC system.

Forward daily stock report to purchase & planning.

1. **MAINTAINING LAYOUTS OF MATERIAL:-**Maintained all the material at the proper

location defined in layout.

1. **VENDOR REJECTION**: - Send back the vendor rejection on fixed day with the

conformation of quality & purchase.

1. **REPORT& DOCUMENTS: -** Make daily GIN report & submit the invoices to finance.

Make self-life report & monitoring on it weekly.

Filing all the issue slips department wise.

Make the rejection invoice as per loading slip.

**Other Activity**

* CFA in ICFAI University

**Miscellaneous**

**Languages Known :** English, Gujaratiand Hindi

**Key Skills** :

* + - * SAP-MM
      * Effective Time Management
      * Positive Attitude
      * Efficient, Honest & Hard working
      * Work with safety & 5S

**Hobbies** : Chess, Play Cricket, Travel, Internet Surfing, Listen Music, etc.

Yours Faithfully,

SEVAK.B.R