# Curriculum Vitae

**At.:- Sipor, Ta.:- Vadnagar, Sonivas, Dist.:- Mehsana**

Pin.- 384335,

**Mobile: -** 9925553310

**Soni Mayank kumar S.**

**Email Id.:-** smayanks@yahoo. co.in

[smayank77@rediffmail.com](mailto:smayank77@rediffmail.com)

* + **Objective:-**
    - A position provides the opportunity to make a strong Contribution to organization goals through continued Development of professional skills.
  + **At Present:-(2008 to Till Date)**
* Working with Meena Circuits PVT. LTD. ( Baroda )
  + As a Store Executive.
  + Aug. 2008 to till date
  + Company Making Printed Circuits Board ( PCB )
  + **Job profile: -**
* Responsible for the Receipt of the material against the Planned Requirement.
* Arrange raw material the daily/weekly & monthly production schedule.
* To maintain the Inventory & WIP as per planned cycle count.
* Responsible for inventory management, Stock correction in system Material control, stock reconciliation etc.
* To maintain Day to Day Inventory in Store.
* Maintaining of records of Inward & Outward of the material keeping track on stock for production by system.
* Improve upon the existing storage & handling of the material from Store & WIP and Knowledge of FIFO, LIFO, ISO.etc.
  + **Skills : -**
* Campaign Monthly/ Quarterly / yearly Inward & Outward Target of Stock ;
* Verified & auditing each & Every Work after completion or as per necessary.
* Verified / Auditing / & Controlling Daily Stock.
* Managing & arranging all type of work; Handling & Achieving Team Work.
* Corresponding & Drafting with Client, Managing person or any superior Person.
* Allocation & Distribution of work to each subordinate.
* Entry or statement prepared against adjusting invoices of Import /Indigenous etc.
  + **Store Office:-(2006-2008)**
* Working with ECI technologies PVT. LTD.
  + As a Store Officer,
  + Aug. 2006 to 2008

**Excise Clerk: ( 2005—2006 )**

* + - * Worked with M/s Saeplast India (Pvt.) Ltd. An MNC under joint venture since August - 2005 as an Excise Clerk To 09th August -2006.
  + **Article Clerk : ( 2004 – 2005 )**
    - * Worked with M/s Hareshbhai S. Kansara, Chartered Accountant as an Audit Assistant.
  + **Article Clerk : ( 1998 – 2001 )**

Worked as Article Clerk for 3rd Year with M/s C.D.Patel & Co. (Chartered Accountants) Ahmedabad.As a part of requirement of C.A.Institute Norms. (July 1998 to August 2001)

* + **Educational Qualification :-**

1998:B.Com. Commerce.( 54.80% )

1995 : HSC GSEB ( 64.00% )

1993 : SSC GSEB ( 56.61% )

* + **Extra Achievements: -**

Having knowledge of Production Planning, MS Office, Tally (Ver.5.4, 6.3, 9) Udyog Excise Package (Mfg. Version) Internet, ERP System

* + **Personal Profile :-**
* **Name: -** **Soni Mayankkumar S.**
* **Address:-** At.:-Sipor,Ta.:-Vadnagar

Dist.:-Mehsana, Sonivas

Pin.-384335.

* **Date of Birth: -** 25th Dec.1977.
* **Phone:-** (M) 9925553310
* **Email Id:-** [smayank77@rediffmail.com](mailto:smayank77@rediffmail.com)

smayanks@yahoo.co.in

* **Nationality: -** Indian.
* **Sex: -** Male.
* **Marital Status: -** Married.
* **Salary:** - Rs.32000 / P.M.