# SANJAYSINH JADEJA

Behind Post Office,

Village : Motakapada,

TALUKA : Disa.

DIST : Banaskatha

GUJARAT

Mob. : +91 9909545802

E-mail : [sanjay4832@gmail.com](mailto:sanjay4832@gmail.com) / sanjay4832@yahoo.co.in

**APPLICATION**



**Sub: Application for the vacant post stores in your esteemed Organization.**

Respected Sir,

I have come to know from some reliable sources that there is a vacancy in your reputed organization for above position. I would like to apply my self for it.

I have total 13 years experience store dept. of various construction companies. I will submit my credentials while receiving your reply for attending the interview.

I hope you will consider my application sympathically and looking forward for favorable, positive response at earliest convinced same as per requirement for the position.

Thanking you in anticipation.

Yours sincerely,

**(Jadeja Sanjaysinh S.)**

(Encl.: Curriculum Vitae)

***CURRICULUM VITAE***

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Mob. : +91-9909545802 E-mail : sanjay4832@gmail.com

Passport : N0649260 Validity 26.06.2025

**Career Objective:**

To obtain a Sr. Store Officer Position with Carters where I may be able to utilize my skills in managing employees and store operations while working in a highly stimulating work environment.

**Personal Information :-**

### Name : Sanjaysinh Jadeja

#### Fathers Name : Sukhdevsinh Jadeja

Date of Birth : 5th May 1982

Sex : Male

Marriage : Married

Language Proficiency **:** English, Hindi and Gujarati

**Academic Qualification:-**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No.** | **Academic Qualification** | **University/ Board** | **Year of Passing** | **Percentage** |
| a) | SSC | Sir Ajitsinhji Govt. Highschool | 1996 | 42.43 |
| b) | HSC | Sir Ajitsinhji Govt. Highschool | 1998 | 50.83 |
| c) | BBA | Sikkim Manipal University | 2012 | 51.00 |
| d) | MBA | Sikkim Manipal University | 2014 | 58.15 |

**Computer Skills:-**

1. Operating Systems : Windows XP, MS Office.
2. Store : **SAP (System Applications Products, ERP**(**ENTERPRISE RESOURCE PLANNING**)PMS SYSTEM, TALLY9,

**Work Experience:-**

**14 years Experiences in Stores**

Total experiences are in Store Dept. of Various Construction Companies which is taking contract of construction of Industrial Building, Factory, power projects, and Infrastructures projects.

**Presently Working: - KUNAL STRUTURE INDIA PVT LTD**

Project : Tawa Canal Project (Harda  MP)

Position : Store Officer

Duration : 13th Feb’ 2017 To Till Date.

**Previously Working Company :-**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **From** | **To** | **Name of Company** | **Duration** | **Location** |
| 1. | 20/06/2015 | 31/01/2017 | Apco Infratech Pvt. Ltd. | 1 Yrs  8 Month | Uttar Pradesh |
| 2. | 12/02/2012 | 15/05/2015 | Suyog Infra (I) Pvt. Ltd. | 4 Yrs  03 Month | Gujarat & MH |
| 3. | 11/06/2007 | 15/01/2012 | Desai Construction Pvt. Ltd. | 4 Yrs  07 Month | Gujarat & MH |
| 4. | 25/02/2005 | 30/05/2007 | JMC Projects (I) Ltd. | 2 Yrs  03 Month | Hyderabad (A.P) |

**Previously Working Projects:-**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **From** | **To** | **Name of Company** | **Project** | **Location** |
| 1. | 20/06/2015 | 31/01/2017 | Apco Infratech Pvt. Ltd. | Gandak Canal Project | Gorakhpur (UP) |
| 2. | 12/02/2012 | 15/05/2015 | Suyog Infra (I) Pvt. Ltd. | Ford India Project | Sanand(Guj) |
| 3. | 15/02/2008 | 15/01/2012 | Desai Construction Pvt. Ltd. | Bombay Rayon Fashion Ltd | Boiser (MH) |
| 4. | 11/06/2007 | 14/02/2008 | Desai Construction Pvt. Ltd. | Power Project | Kovaya (GJ) |
| 5. | 25/02/2005 | 30/05/2007 | JMC Projects (I) Ltd. | Wipro Technology | Hyderabad |

**Job Profile :-**

1. Responsible for Maintain Books, Statements, Records as per ISO 9001.

2. Responsible for managing all day to day stores related activities.  
3. Coordinating with site stores at different locations on a regular basis.  
4. Material Inward, outward management & Dispatch.  
5. Reconciliation of materials.  
6. Co-ordination with purchase dept for all necessary documents.  
7. Overall inventory control.  
8. Maintain stock, supplies and inventories.

**Reference:-**

* Kamal Deep :- +919473722439 (Apco - Sr, Engineer)
* Pradeep Kumar :- +919415816950 (Apco – HR & Admin)

**Current Salary:-**

Rs. 4.80 LPA + Food Facility + Bachelor Accommodation + Provident Fund

**Declaration:-**

I hereby declare that the above provided information is correct to the best of my knowledge & belief.

**Date:-**

**Place:-**

**(Jadeja Sanjaysinh S.)**