

RAJPALSINH D JADEJA

Present Address: A/24-02, Samudra Township, old port road mundra-370421

Permanent Address: B/2, Ashapura Krupa, G.H.B colony, Kadiya Plot,
Porbandar - 360575. Gujarat

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: EDUCATION QUALIFICATION:

Level	M. COM	B.COM	H.S.C
Name of Institution	EXTERNAL	K.H.M. As & Commerce college, Porbandar	Navyug Vidyalay Porbandar
Year of Passing	2011	2007	2002
Percentage	50%	55%	56%
Board/University	Saurashtra University	Saurashtra University	G.S.E.B
Major/Minor Subject	Advance Accounting	Auditing & HRM	Maths.

Objective

I believe that the best investment one can make in one's own future is by investing oneself in the organization to which one belongs. I am looking for opportunities, challenge and some degree of freedom to explore. I believe that besides my knowledge and skill it is my attitude towards work, people and towards life, which could be beneficial for the high growth of organization and the individual.

: WORK EXPERIENCE:

Almost 14 years of experience in **Materials Management & Gold Loan** (Techno Commercial & Finance company) currently working with **Adani Hospitals Mundra Pvt Ltd.** With Effective communication with excellent Materials skills, with strong leadership qualities and analytical power. Power grip for E-Mailing and face to face communication.

- **Company Name** : Adani Hospitals Mundra Pvt Ltd.
- **Post** : Junior Executive (Commercial department)
- **Working Period** : June 2018 To Present
- **Job Profile:**
 - Raise and Reviews Material and Service PR
 - Raise Purchase Order and Service Order
 - Raise Material GRN, SES, NIS and Online Checklist
 - Vendor Management and AMC, ARC, MRP, Negotiated Etc.
 - Coordination with Supplier & and user for material planning.
 - Monitoring inventory level day to day basis & report to management
 - Ensure the identification & traceability of all materials in stores in System as well physically.
 - To verification of the Commercial & excise invoice for incoming materials against purchase order.
 - Define & manage stores & storage materials location wise.
 - Ensure systematic process of materials movement like receipt/issue with appropriate accounting in "SAP" system & taking care of documentation.
 - Plan stock control items and material review activities and monitor stock control items.
 - Time to Time payment of contactor, vendor and consultant Doctors

- **Company Name** : Innovsource private limited.
(Adani Port & Special Economic Zone Ltd.)At Mundra, Kutch
- **Post** : Jr.Officer. (Central Store)
- **Working Period** : Jan.2015 To May.2018
- **Job Profile** :
 - Maintaining Material and Petrol & Diesel data as per book stock and as per physical.
 - Making the Excel Entry on day to day basis.
 - Materials received and verify physical qty & part numbers with challan/invoice and check discrepancies such as damaged or unmarked parts.
 - Materials and petrol, diesel stock day to day posting in SAP MM.
 - Raise Material GRN and Checklist In SAP MM
 - Preparation of Weekly/Monthly stock report.
 - Materials and petrol & Diesel issue as per requirement to the port operation.
 - Gates pass Issue for taking out of materials from SEZ to vendors/suppliers works towards Rejection Return, Testing, and Repair & Replacement purpose. (Returnable Pass or Non-Returnable pass).
 - Handle the supervisor, labours and Equipment.
 - Materials Loading and unloading properly.
 - Reconciliation of day to day sale of petrol & Diesel qty.
 - Received of fuel by deep gazing methods and water finding paste test.

- **Company Name** : Manappuram Finance Ltd. Porbandar
- **Post** : Jr.Officer.
- **Working Period** : Sep.2011 To Jan.2015
- **Job Profile** :
 - Managing whole branch routine transection and man powers.
 - Cash verification prepared by cashier on morning and evening closing time.
 - Gold verification and also verification of gold packets once time in a day.
 - Verification of all type of register prepared by house kipping.
 - Checking and supervision all the work done by staff once in a day.
 - Receiving emails and give suitable reply to these emails.
 - Final the loan against gold by me which is done by staff.
 - Collection of money from bank.
 - Facing customer at branch and providing all type of knowledge related to Gold loan and schemes about loan.
 - Money Transfer, KYC forms & document must check properly.
 - Customer calling for interest of loan.

Promotion: Promoted as Assistant Branch Head on 7th Jan 2013.

Promotion: Promoted as Branch Head on 23th Sep 2013.

- **Company Name** : P.P. Minerals Pvt Ltd. Porbandar
- **Post** : Asst. Stores
- **Working Period** : Feb 2008 To Aug 2011
- **Job Profile** :
 - Inventory management in fully computerized environment.
 - Materials received & inspection & prepared goods receipts note & Materials issue.
 - Proper Storage system of materials considering safety norms
 - Materials codification, Materials verification
 - Bill Passing to Account Department for payment process
 - Logistic Activities like Transportation & Dispatches
 - Yard arrangement & house keeping
 - Store Activity, distribution and Dispatch Planning, Looking Excellent Housekeeping

: SKILLS:

- Computer allied & technology of Windows '98 & MS – Office 2000.
- SAP – MM Module
- Oracle Base FOCUS training given by Nis Sparta.
- CCC course

: PERSONAL INFORMATION:

- **Date of Birth** : 22/02/1984
- **Languages Known** : English, Hindi, and Gujarati
- **Nationality** : Indian
- **Cast** : Hindu-Rajput
- **Marital status** : Married.
- **Strengths** : Good leadership quality, Positive Attitude.
- **Hobbies** : Cricket, Reading & Traveling, Music.

Declaration:-

I assure that if I will be selected, I will satisfy my superiors and colleague with hardworking and honesty.

I do here by declare that the above information's are true and correct to the best of my knowledge and belief.

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