

JIGNESH GAJJAR

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CAREER OBJECTIVES

- A committed individual looking to demonstrate a career in Logistics and Supply chain management. For secure a responsible career opportunity to fully utilize my experience and skills, while making a significant contribution to the success of the company.

EDUCATIONAL QUALIFICATIONS

- Diploma in Supply Chain Management - Narsee Monjee Institute of Management Studies 2022
- Master of Computer Application - Sikkim Manipal University 2013
- Bachelor of Computer Application - Sikkim Manipal University 2011

COMPUTER PROFICIENCY

SAP MM (material management module)
DOEACC 'O' Level
Tally ERP

SAP SD (sales and distribution module)
MS Office (Excel, Word, Power Point)

WORK EXPERIENCE

❖ Working in **RAK Ceramics India Pvt. Ltd**

Since Nov 2020 to till date

- Looking out the Function activities of order processing and coordinating for customer satisfaction by fulfilment of the order.
- Coordinate with all associated functional teams like sales, Credit control, Production, Logistics, Product management etc. for smoother process flow order processing.
- Ensuring to receive all required documents and process the order in system accurately and efficiently.
- Ability to work with cross functional teams.
- Respond to complaints from customers and give after-sales support when required.
- Inform clients of unforeseen delays or problems.
- Provide relevant data and analysis to the operations team throughout the supply chain.
- Create MIS Report on daily basics.

❖ Worked in **Reliance Jio Infocomm Ltd**

Since Jul 2018 to Oct 2020.

- Managing supply chain operations for our area.
- Handling the inward and outward materials.
- Confirm stock parts received from warehouse/ vendor are proper.
- Responsible for the Material Receipt of Consumable with proper accounting in SAP
- Preparing Inspection Note & Posting Goods Receipt note (GRN) of Materials in SAP.
- Manage stock and inventory as per business requirements.
- Maintain proper functioning of distribution and network.

- Plan for movement of materials to distributors and retailers through logistics.
- Collaborate with Sales team to schedule all deliveries and manage all delays and ensure compliance to all material requests.
- Monitoring & physical verification of stock in yard & warehouse.

❖ Working in **Anjum Extraction Pvt. Ltd**

since July 2013 to June 2018

- Supervised the activities like packaging of material and arrange to dispatch on day to day basis.
- Maintained stock records and other document such as inventory, material control and supply report.
- Performing an inspection of the working area.
- Order supplies and maintaining suitable inventory levels.
- Tracking and coordinating the receipt, storage, and timely delivery of goods and materials
- Create import/export documents and arrange transportation for dispatch with all relevant documents.

STRENGTHS

Effective Problem Solving skills	Ability to see the big picture	Scheduling
Work with cross-functional teams	Ability to work Independently	Analytical thinking
Communiation Skill	time management skills	Flexibiliy

PERSONAL INFORMATION

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- Father Name :- Kanti Bhai Gajjar
 - Mother Name :- Jaswanti Bain Gajjar
 - Date of Birth :- 14.07.1984
 - Gender :- Male
 - Marital Status :- Married
 - Language :- Gujarati, Hindi, English
 - Address :- Soham Nagar Jamnagar – Gujarat -361004

DECLARATION

I hereby declare that the information furnished above is the best of my knowledge

Regards

Jignesh Gajjar