**RESUME**

**JAYESH KUMAR UKABHAI DANGODRA**

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**EXPERIENCE**

* **EMCER TILE PVT. LTD.:** working as Out Sourcing Manager from 1st March 2021 to till date.
* **LAXMI DIAMOND PVT. LTD.:** working as Purchase Officer from 1st June 2017 to 31th August 2020.
* **TRENDZ STYLE - SURAT**: Working as Purchase Manager from 1st September 2016 to May 2017.
* **KICH ARCHITECTURE PVT. LTD. - RAJKOT**: Working as Sr. Officer Procurement from 21st August 2014 to 30th November 2014.
* **HSM FOODS INTERNATIONAL. – RAJKOT**: Working as Purchase Officer from 1st May 2013 to 20th August 2014.
* **AJANTA MANUFACTURING LIMITED** – **MORVI**: Working as a **Purchase Executive** from 13th December 2006 to 30th April 2012.
* **SALES TAX MORVI** – Worked as Hardware & Networking Engineer for six months.

**JOB RESPONSIBILITIES**

* All knowledge of Procurement
* Handle all responsibility of related purchase
* Purchase Planning, Vendor Development, Costing, Negotiation.
* Daily follow up with Shortages.
* All kind of Printing Knowledge
* Release of Purchase order, follow up for delivery.
* Maintain daily bills & verification
* Knowledge of Store Department
* Follow up with account dept. for payment & Forms
* Good skill of rate negotiation.
* All Monthly report like purchase report, consumption report, material expiry report, Tally & Physical stock, Variance report

**EDUCATIONAL BACKGROUND**

* **Bachelor of Commerce (B.Com)** – I have completed graduation with 2nd class from Saurashtra University in 2005.
* **HARDWARE & NETWORKING ENGI.** – I have complete course of Computer Hardware networking with 1st class 64% in 2006 from JCHNP (jetking) at Rajkot.
* **H. S. C.** (GSEB) – UNA – Pass out with 48% in the year 2002.
* **S. S. C.** (GSEB) – UNA – Pass out with 64% in the year 2000.

**COMPUTER KNOWLEDGE**

* Basic Fundamental
* Microsoft Office
* Computer Networking
* Computer Hardware

**HOBBIES**

* Music
* Cricket
* Traveling
* Reading of current affairs and general knowledge

**PERSONAL DETAILS**

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| --- | --- |
| Date of Birth | 1st June 1985 |
| Gender | Male |
| Marital Status | Married |
| Nationality | Indian |
| Cast | Maru Kumbhar (Hindu) |
| Languages Known | Gujarati, Hindi & English |
| Father’s Name | Shri Ukabhai Hajabhai Dangodra |
| Father’s Occupation | Working with STATE BANK OF INDIA |

**SKILLS**

* Strong analytical skills
* Ability to think and work innovatively
* High initiative taking ability
* A clear cut ability to lead
* Ability to work collaboratively with others
* A zeal and vigor to learn and an overall passion for winning

**OBJECTIVE**

“STRONG COMMITMENT TOWARDS DESIRED GOALS”

**Yours Sincerely**

**JAYESH DANGODRA**

DATE :

PLACE : Surat