Curriculam Vitae

**Hasmukh C.Padhiyar**



Date of Birth: 05-07-1983,

Sex: Male,

Marital Status: Married**,**

Address: Madhuram, Priyanka Park, Junagadh, Gujarat-India,

Passport No: M6371958

Contact no. (+91) 9484810350

Email: [hasmukh.padhiyar@rediffmail.com](mailto:hasmukh.padhiyar@rediffmail.com)

**Professional Experience: Stores & Inventory Management**

* *18 years experience of Chemical and Cement Industries* Engineering Store, Raw material and Packing Material, Warehouse and Purchase with SAP, Tally ERP,*5 years experience of abroad (Gulf Country)*

**Key Result Area:**

* Responsible for All process of materials Receipts, issues, Raw Material and packing material, Scrap disposal, Mini-Maximum, Inventory, Physical Stock, Weighbridge Operation, Diesel Pump Operation.
* Handling the Store Audit as well as Internal and External.
* Excellent leadership Skills, Team management Skills, problem solving skills
* User level proficiency in MS office (MS-Word, Excel, PowerPoint, Outlook).

**Work history:**

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| --- | --- | --- | --- |
| **Name of the Company** | **Duration** | **Designation** | **Total**  **Y/m** |
| Satyesh brinechem Pvt.Ltd.Agrocel Industries Private Limited(Chemical Division-Kutch)  * Hitesh Industries-Mfg Fire Extinguisher-Rajkot  Binani Cement Factory LLC(Cement Division- Kuwait)Sparta Cement and Infra Ltd. (Cement Division-Kutch)Sanghi Industries Ltd. (Cement Division-Kutch) | Dec-2021 to PresentJune-2017 to Nov-2021 Feb-2016 to June-2017 Aug-2010 to Dec-2015March-2009 to July-2010Dec 2003 to March-2009 | Assistant Manager SCMSr.Executive Store-In charge of Store and PurchaseAssistant Manager- WarehouseStores OfficerSr.Asst.Commercial and Stores, | 4/61/45/41/45/3 |

**Hasmukh C Padhiyar Page 2 (+91 94848 10350)**

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**Responsibilities**

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Management of Stores:

* Monitoring & Accounting of Receipt, Issues and Storage of Engineering items , RMPM material movements, Weighbridge Operation, Diesel Pump Operation
* Ensure the receipts of Engineering items, RM PM are as per the supporting documents of supplier and PO terms, Ensure Issues to production floor as per the requirement and ensure uninterrupted supply of Engineering items, RM PM to end user.
* Manpower planning & training needs evaluation from time to time
* Technical knowledge on engineering items, RMPM management with people management. Able to manage quantitative & qualitative work environment training people.

Receipts, Storage & Issuances:

* GRN,stack,storing of Engineering items / RMPM
* Receipt and GRN of RMPM / Engineering items & consumable items
* Storage: Ensure the materials are stored as per safety norm.
* Issuance: Issuance of Engineering items / RMPM to Plants & Handling returns.
* FIFO in issuances of Engineering items / RM /PM is maintained as per requirement.

Returns:

* Rejection of engineering items / RMPM – accounting and sending back to supplier as per supply chain communication.

Stock take:

* Monthly closing activities – Ensure the month closer activities are done as per the central plan.
* Monitoring & conducting monthly stock take and monthly closing activities
* Verification of stock accounting entries and physical stock verification

MIS & Others:

* Ensure production entries and transfer entries are and accounting entries are done on timely basis and on daily basis.
* Sharing daily and periodical stock to stake holders to have continuous connectivity of Engineering items / RMPM
* Sharing daily RMPM stock to production and other stake holders
* Identity non-moving / slow moving material and raise write-off proposal if necessary, to keep working capital minimum and better space utilization.
* Track, account & disposal of scrap as per SOP
* Controlling, monitoring and motivating warehouse team to continuously increase the efficiency of warehouse team for delivering the best.
* Maintain safe records for all activities.

**Hasmukh C Padhiyar Page 3 (+91 94848 10350)**

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| --- | --- | --- | --- |
| **Qualification** | **Examination Passed** | **Board/Uni.** | **Years** |
| Diploma in Stores Management | IIMM | 2008 |
| B.Com (Accounting & Audit) | Saurashtra | 2002-2004 |
| Information Technology & Electronics system | I.T.I. | 2001-2003 |
| Financial Accounts (Tally 6.3) | I.T.I. | 2002-2003 |
| **Technology- Software** | SAP R/3 MM module, Stock Software, Tally ERP | | |
| **Languages Known** | English,Hindi,Gujarati, Arabic | | |

**Salary Details**

* Present Salary : 8 L/- Pa. + Accommodation
* Notice Period : 45 Days

I hereby declare that all statement made in this application are true complete and correct to the best of my knowledge in case they are found to be false I shall be liable to lose my employment.

(Padhiyar Hasmukh C)