

CURRICULUM VITAE

Jayesh Parmar

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Career Objective:-

- ⇒ To work in a challenging and creative environment and passionately contribute towards the goals of the Organization. To contribute the "Best Individual Efforts" in achieving Organizational Goal and to have continuous self & group enhancement by the way of learning and exposure through New Assignments. # Nurture to Excel#

Professional Summary:-

- ⇒ Procurement & Contracting and Accounting & Commercial professional with career success of 7+ years in steering diverse functional domains as purchase officer.
- ⇒ Specialization in Proficiency in **MS Office** and Working knowledge in **SAP (MM Module)**.
- ⇒ Good Understanding of Project Management Methodologies and strategies.
- ⇒ Proven expertise in identifying and developing suppliers to ensure uninterrupted supply to the internal customers thereby providing end-to-end business solutions.
- ⇒ Rich corporate experience in tendering, Generation of enquiries, Preparation of estimates & proposals, Technical & Commercial negotiations.
- ⇒ Successfully exhibited excellence in facilitating cost effective procurement and achieving significant savings through effective evaluation of vendors with hands on expertise in Project Management & Vendor Development.
- ⇒ Strategic ability in striking perfect coordination with all involved divisions to ensure smooth logistics / supply chain management processes.
- ⇒ Well conversant with **Microsoft office Tools & commerce software like Tally & SAP-MM Module**.

Professional Career in Chronological Order:-

1. Purchase Officer in M/s. Asha Consultancy Services C/o. Reliance Industries Limited, Dahej (Pursuing) :-

JOB PARAMETER	DETAILS
Company	M/s. Asha Consultancy Services, C/o. Reliance Industries Limited.
Location	Dahej, Bharuch-392130 (GJ)
Designation	Purchase Officer
Job Tenure	Since 21 st March 2013 to Present (4 Years & 3 Month as on June'17)

Job Description:-

• Floating inquiry • Preparing Quotation Comparative Statement • Negotiation • Follow up with vendor for Quotation and Material • Preparation of Purchase Order, Work Order, Annual Rate Contract, Annual Maintenance Contract, Stock Transfer Order, Material Inter Company Sale Order and Scrap Sale Order • Follow up with Store department for GRN Process • Follow up with Account department for Payments • Preparation of Weekly/Monthly/Yearly MIS Report • Documentation •

Job Accountabilities:-

- ⇒ Preparation of Work Order (WO):- • Manpower Hiring (Agency Staff) • Vehicle Hiring • Pantry Services • Horticulture • Letter Writing • Courier Services • House Keeping • Other Safety & HR/Admin Department Related Work • repairing & Maintenance Contracts
- ⇒ Preparation of Purchase Order (PO):- • Stationary items • Printing Paper • Safety Items (Shoes, Helmet, Glows, Ear Plugs etc.) • Pipes • Store Related Items •
- ⇒ Preparation of Annual Rate Contract (ARC) & Annual Maintenance Contract (AMC)
- ⇒ Internal Stock Transfer Order (STO) in **SAP (MM Module)**.
- ⇒ Preparation of Service code & Vendor code creation related activities in **SAP & SCM Portal**.
- ⇒ Preparation of Schedule of Quantity (SOQ), Quotation Comparison Statement (QCS) & Note for Approval (NFA) in **MS Excel**.
- ⇒ Generate Periodic **SAP reports**, Preparing & Presenting Weekly/Monthly/yearly MIS Reports.
- ⇒ Vendor Management and Vendor Development.

2. Commercial Officer in M/s. Shree Swaminarayan Travels for about 10 Months:-

JOB PARAMETER	DETAILS
Company	Shree Swaminarayan Travels
Location	Bharuch
Designation	Commercial Officer
Job Tenure	From 07 th May 2012 to 15 th March 2013
Assigned Jobs	<ul style="list-style-type: none">⇒ Purchasing Vehicle, Insurance, Tyres, Spare parts, Oil, Diesel, Petrol, Stationery & Safety items.⇒ Contracting for Vehicle Hiring, Printing, Housekeeping, Vehicle Maintenance etc.⇒ Submission of tenders, asserting in providing quotes to customers for vehicle hiring.⇒ Payment records & maintaining tight schedule for payments to customers.⇒ Maintaining Petty cash, Staff salary records & related activities.⇒ Invoice creation related activities and follow-up with customers for payment.⇒ Verification of All Invoices and process for payments time to time.⇒ Managing all banking related activities.⇒ Negotiation & Customer relationship.⇒ Preparing & Presenting Monthly/yearly MIS Reports.⇒ Maintain Document records.

3. Commercial Officer in M/s. Pruthvi Travels for about 1 Year & 8 Months:-

JOB PARAMETER	DETAILS
Company	Pruthvi Travels
Location	Bharuch
Designation	Commercial Officer
Job Tenure	Since 21 st August 2010 to 21 st April 2012
Assigned Jobs	<ul style="list-style-type: none">⇒ Purchasing Vehicle, Insurance, Tyres, Spare parts, Oil, Diesel, Petrol, Stationery & Safety items.⇒ Contracting for Vehicle Hiring, Printing, Housekeeping, Vehicle Maintenance etc.⇒ Submission of tenders, asserting in providing quotes to customers for vehicle hiring.⇒ Payment records & maintaining tight schedule for payments to customers.⇒ Maintaining Petty cash, Staff salary records & related activities.⇒ Invoice creation related activities and follow-up with customers for payment.⇒ Verification of All Invoices and process for payments time to time.⇒ Managing all banking related activities.⇒ Negotiation & Customer relationship.⇒ Preparing & Presenting Monthly/yearly MIS Reports.⇒ Maintain Document records.

4. Commercial Officer in C/o. Life Insurance Corporation India Limited (Agent Office) for about 1 Year:-

JOB PARAMETER	DETAILS
Company	C/o. Life Insurance Corporation India Limited. (Agent Office)
Location	Vagra
Designation	Commercial Officer
Job Tenure	Since 10 th August 2009 to 17 th August 2010
Assigned Jobs	<ul style="list-style-type: none">⇒ Verification of Expenses Invoice & Payment.⇒ Managing Petty Cash, Banking Transaction & all banking related activities.⇒ Pay Online Premium.⇒ Customer Wise Policy Data Entry in Software.

Scholastics & Training taken in career path:-

- ⇒ 2010:-**Diploma in Multilingual Office Automation** (Computer) from C' Dac Computer Center, Bharuch with **A** Grade.
- ⇒ 2010:-**Tally 9.0 ERP** (Accounting) from C' Dac Computer Centre, Bharuch with **A** Grade.
- ⇒ 2010:-**Desk Top Publishing** (Computer) from MK College of commerce Computer Center, Bharuch with **A** Grade.
- ⇒ 2009:-**Computer Operator cum Programming Assistant** (ITI-COPA-Computer) from NCVT Gandhinagar with **65%**.
- ⇒ 2009:-**B.com** from Veer Narmad South Gujarat University, Surat with **42.56%**.
- ⇒ 2009:-**Police Bharti Training** from District Police Office, Bharuch.
- ⇒ 2009:-Essay Competition on Swami Vivekananda from Nehru Yuva Kendra, Bharuch.

Personal Dossier

- ⇒ Date of Birth : 13th Oct' 1987
- ⇒ Languages Known : English, Hindi and Gujarati
- ⇒ Marital Status : Married

Declaration

- ⇒ I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars. I shall be thankful for applying to join your company. I also assure to be always Result Oriented through Superb interpersonal skills during tenure with your Organization.

Jayesh Parmar

Place: - Bharuch

Dtd:- 12/07/2017