

# CURRICULUM VITAE



9925553310

**Soni Mayank kumar S.**

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## **Objective:-**

- A position provides the opportunity to make a strong Contribution to organization goals through continued Development of professional skills.

## **At Present:-(2008 to Till Date)**

- Working with Meena Circuits PVT. LTD. ( Baroda )
  - As a Store Executive.
  - Aug. 2008 to till date
  - Company Making Printed Circuits Board ( PCB )

## **Job profile: -**

- Responsible for the Receipt of the material against the Planned Requirement.
- Arrange raw material the daily/weekly & monthly production schedule.
- To maintain the Inventory & WIP as per planned cycle count.
- Responsible for inventory management, Stock correction in system Material control, stock reconciliation etc.
- To maintain Day to Day Inventory in Store.
- Maintaining of records of Inward & Outward of the material keeping track on stock for production by system.
- Improve upon the existing storage & handling of the material from Store & WIP and Knowledge of FIFO, LIFO, ISO.etc.

## **Skills : -**

- ┆ Campaign Monthly/ Quarterly / yearly Inward & Outward Target of Stock ;
- ┆ Verified & auditing each & Every Work after completion or as per necessary.
- ┆ Verified / Auditing / & Controlling Daily Stock.
- ┆ Managing & arranging all type of work; Handling & Achieving Team Work.
- ┆ Corresponding & Drafting with Client, Managing person or any superior Person.
- ┆ Allocation & Distribution of work to each subordinate.
- ┆ Entry or statement prepared against adjusting invoices of Import /Indigenous etc.

### **Store Office:-(2006-2008)**

- Working with ECI technologies PVT. LTD.
  - As a Store Officer,
  - Aug. 2006 to 2008

### **Excise Clerk: ( 2005–2006 )**

- Worked with M/s Saeplast India (Pvt.) Ltd. An MNC under joint venture since August - 2005 as an Excise Clerk To 09<sup>th</sup> August -2006.

### **Article Clerk : ( 2004 - 2005 )**

- Worked with M/s Hareshbhai S. Kansara, Chartered Accountant as an Audit Assistant.

### **Article Clerk : ( 1998 - 2001 )**

Worked as Article Clerk for 3<sup>rd</sup> Year with M/s C.D.Patel & Co. (Chartered Accountants) Ahmedabad.As a part of requirement of C.A.Institute Norms. (July 1998 to August 2001)

### **Educational Qualification :-**

1998:B.Com. Commerce.( 54.80% )

1995 : HSC GSEB ( 64.00% )

1993 : SSC GSEB ( 56.61% )

### **Extra Achievements: -**

Having knowledge of Production Planning, MS Office, Tally (Ver.5.4, 6.3, 9) Udyog Excise Package (Mfg. Version) Internet, ERP System

### **Personal Profile :-**

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|----------------------------|--|
| • <b>Name: -</b>           | <b>Soni Mayankkumar S.</b>   |
| • <b>Address:-</b>         | At.:Sipor,Ta.:Vadnagar<br>Dist.:Mehsana, Sonivas<br>Pin.-384335.   |
| • <b>Date of Birth: -</b>  | 25 <sup>th</sup> Dec.1977.   |
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| • <b>Nationality: -</b>    | Indian.  |
| • <b>Sex: -</b>            | Male.  |
| • <b>Marital Status: -</b> | Married.   |
| • <b>Salary: -</b>         | Rs.32000 / P.M.  |



