

SANJAYSINH JADEJA

VILLAGE : BEHIND POST OFFICE,
TALUKA : MOTAKAPADA,
DIST : DISA.
GUJARAT
Mob. : +91 9909545802
E-mail : sanjay4832@gmail.com / sanjay4832@yahoo.co.in

APPLICATION



Sub: Application for the vacant post stores in your esteemed Organization.

Respected Sir,

I have come to know from some reliable sources that there is a vacancy in your reputed organization for above position. I would like to apply my self for it.

I have total 13 years experience store dept. of various construction companies. I will submit my credentials while receiving your reply for attending the interview.

I hope you will consider my application sympathically and looking forward for favorable, positive response at earliest convinced same as per requirement for the position.

Thanking you in anticipation.

Yours sincerely,

(Jadeja Sanjaysinh S.)

(Encl.: Curriculum Vitae)

CURRICULUM VITAE

SANJAYSINH JADEJA

BEHIND POST OFFICE,
VILLAGE : MOTAKAPADA,
TALUKA : DISA.
DIST : BANASKATHA
GUJARAT
Mob. : +91-9909545802
E-mail : sanjay4832@gmail.com
Passport : N0649260 Validity 26.06.2025

Career Objective:

To obtain a Sr. Store Officer Position with Carter's where I may be able to utilize my skills in managing employees and store operations while working in a highly stimulating work environment.

Personal Information :-

Name : Sanjaysinh Jadeja
Father's Name : Sukhdevsinh Jadeja
Date of Birth : 5th May 1982
Sex : Male
Marriage : Married
Language Proficiency : English, Hindi and Gujarati

Academic Qualification:-

Sr. No.	Academic Qualification	University/ Board	Year of Passing	Percentage
a)	SSC	SIR AJITSINHJI GOVT. HIGHSCHOOL	1996	42.43
b)	HSC	SIR AJITSINHJI GOVT. HIGHSCHOOL	1998	50.83
c)	BBA	SIKKIM MANIPAL UNIVERSITY	2012	51.00
d)	MBA	SIKKIM MANIPAL UNIVERSITY	2014	58.15

Computer Skills:-

- (1) Operating Systems : Windows XP, MS Office.
(2) Store : SAP (System Applications Products, ERP(ENTERPRISE RESOURCE PLANNING) PMS SYSTEM, TALLY9,

Work Experience:-

14 years Experiences in Stores

Total experiences are in Store Dept. of Various Construction Companies which is taking contract of construction of Industrial Building, Factory, power projects, and Infrastructures projects.

Presently Working: - KUNAL STRUTURE INDIA PVT LTD

Project : Tawa Canal Project (Harda ➡ MP)
Position : Store Officer
Duration : 13th Feb' 2017 To Till Date.

Previously Working Company :-

Sr. No.	From	To	Name of Company	Duration	Location
1.	20/06/2015	31/01/2017	Apco Infratech Pvt. Ltd.	1 Yrs & 8 Month	Uttar Pradesh
2.	12/02/2012	15/05/2015	Suyog Infra (I) Pvt. Ltd.	4 Yrs & 03 Month	Gujarat & MH
3.	11/06/2007	15/01/2012	Desai Construction Pvt. Ltd.	4 Yrs & 07 Month	Gujarat & MH
4.	25/02/2005	30/05/2007	JMC Projects (I) Ltd.	2 Yrs & 03 Month	Hyderabad (A.P)

Previously Working Projects:-

Sr. No.	From	To	Name of Company	Project	Location
1.	20/06/2015	31/01/2017	Apco Infratech Pvt. Ltd.	Gandak Canal Project	Gorakhpur (UP)
2.	12/02/2012	15/05/2015	Suyog Infra (I) Pvt. Ltd.	Ford India Project	Sanand(Guj)
3.	15/02/2008	15/01/2012	Desai Construction Pvt. Ltd.	Bombay Rayon Fashion Ltd	Boiser (MH)
4.	11/06/2007	14/02/2008	Desai Construction Pvt. Ltd.	Power Project	Kovaya (GJ)
5.	25/02/2005	30/05/2007	JMC Projects (I) Ltd.	Wipro Technology	Hyderabad

Job Profile :-

1. Responsible for Maintain Books, Statements, Records as per ISO 9001.
2. Responsible for managing all day to day stores related activities.
3. Coordinating with site stores at different locations on a regular basis.
4. Material Inward, outward management & Dispatch.
5. Reconciliation of materials.
6. Co-ordination with purchase dept for all necessary documents.
7. Overall inventory control.
8. Maintain stock, supplies and inventories.

Reference:-

- Kamal Deep :- +919473722439 (Apco - Sr, Engineer)
- Pradeep Kumar :- +919415816950 (Apco – HR & Admin)

Current Salary:-

Rs. 4.80 LPA + Food Facility + Bachelor Accommodation + Provident Fund

Declaration:-

I hereby declare that the above provided information is correct to the best of my knowledge & belief.

Date:-

Place:-

(Jadeja Sanjaysinh S.)