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### I.1 Objective

A challenging and growth-oriented position in a progressive company, where I contribute to the organization's success with my financial expertise & through my innovative ideas and desire to achieve excellence.

### I.2 Personal Details

#### **Bhavesh Manibhai Patel**

C403, Royal Residency, Nr, Variyav Chowk  
New Katargam, Variyav,  
**SURAT- 394107.**

Mobile- +91 9913605035

Alternat Mob No.- +91 9664833151

Email ID- [bhavesh9913605035@gmail.com](mailto:bhavesh9913605035@gmail.com)

#### » **Nationality & Caste**

Indian Hindu Leuva Patidar ( **Charotar Patel**)

Birth Date - 29-06-1980

Marital Status - Married

Hobby – Trading Equity Market, Go to Picnic & Online Shopping

#### » **Family Background**

Wife - Pinkey Patel (Housewife) B. Com, L L B

Daughter- Two Baby (14 Years & 11 Years)

### I.3 Education Details

| Particular             | Passing Year | Board/Uni.  | Percentage |
|------------------------|--------------|-------------|------------|
| SSC                    | 1995-96      | GSEB        | 44%        |
| HSC                    | 1997-98      | GSEB        | 45%        |
| B. Com                 | 2001-02      | Guj.Uni.    | 47%        |
| Financial Management   | 2007-08      | D B Ltd     | A+         |
| PGDCA*                 | 2007-08      | Andhra Uni. | *          |
| <b>SAP MM &amp; FI</b> | 2009-10      | Mumbai      | A+         |
| <b>FOCUS ERP**</b>     | 2020         | Vadodara    | A+         |

#### » **Additional Education Details**

Sense of Humour

I have solutions for all types of queries which is generated in professional work.

**Statement: - “Think beyond the Comfort Zone “**

\* Course not completed.

\*\* Last working on/at here.

## 2.1 Job Experience

| Employer Name & Location                 | Period    | Designation                               |
|------------------------------------------|-----------|-------------------------------------------|
| Metropolis Healthcare Limited-MNC(Surat) | 12 Year+  | Purchase Manager, Account Exe.            |
| NITI Computer LLC-Dubai MNC(Congo)**     | 1.5 Year+ | Country Account Manager & Administration  |
| Desai Brothers Limited (AP)              | 3 Year    | Accounts Exe.                             |
| National Builders (MP)                   | 1 Year    | Asst. Accountant, Cum Supervisor, Cashier |
| City light Motors (Surat)                | 1.5 Year  | Account Cum Store Manager                 |

### » Additional Experience

|                                   |                  |
|-----------------------------------|------------------|
| Union Bank Of India               | Anand            |
| Nagarjuna Construction Company    | Anand            |
| I.V.R.C. Limited                  | Bilaspur, Ranchi |
| Philips India Limited             | Delhi            |
| TOPS Securities Pvt. Ltd          | Mumbai           |
| Pacific Construction Company      | Mumbai           |
| Transworld Courier & Dispatch Ltd | Surat            |
| NIIT Computer Centre              | Umreth           |
| Tirupati Courier Services         | Umreth           |

## 2.2 Role & Responsibility

### Metropolis Healthcare Limited-MNC – (From 1-7-2008 to 30-11-2020)

- » Over 12 + years of experience in Procurement with parallel 17 years in Accounts.
  - » Consistent performer with a strong track record, positive attitude, with ability to handle assignments under high pressure.
  - » Responsibilities of Fully Computerized by **SAP Procurement**. Screening of Requisitions Before Forwarding to Procurement In-charge. Material Procurement Receipts, Physical Inspection, Maintaining Minimum & Maximum Levels of Critical & Fast-Moving Items and Maintaining All Procurement Documents as per NABL rules.
  - » New Vendor Development, Price Negotiation with the vendor, Central rate contract with the vendor, AMC & CMC agreement for an asset, PO releasing, Material Delivery and Payment, etc.
- 
- ✓ All types of account voucher transactions like Expenses, Purchases, Payroll, Journal Entries, TDS, etc.
  - ✓ Purchase goods, Inventory management, Consumption, Costing, and Cost Control Management.
  - ✓ Capability for Internal & Statutory Audit related work.
  - ✓ Make Stock Planning Based on Consumption Forecast and Control Inventory Costs on **SAP Software**
  - ✓ Budgeting - Monthly Budget is prepared as per the requirement & consumption of the Project (At the Site).
  - ✓ Manage administrative work like HR, Payroll, Operations, etc.
  - ✓ Planning and management of Vendor Payment as per agreement.
  - ✓ I gained a lot of considerable management experience in the Purchase & Procurement of Different types of Diagnostics Kits, Chemicals, Instrument & Lab ware, etc.
  - ✓ Good coordination with different dept. like QC, Technical, Research, Accounts, HR, Logistics, etc.
  - ✓ Vendor development and Vendor management with RC negotiation.
  - ✓ Good Knowledge of the **Stock Market**.
  - ✓ Work with rules under NABL certification.
  - ✓ I am working in all department areas like Account, Purchase, Consumption Analysis & Most important role with the HR Department (Taking the best Decision in the bad situation of the company)
  - ✓ Total business handling – 25 Collection centres, 4 Pathology labs, 2 Outstation Pathology labs.
  - ✓ **Worked on “SAP MM” Software.**

## **NITI Computers LLC- Dubai MNC (Congo DRC) – (From 6-12-2020 to 30-6-2022)**

- » Over 1.5 + years of experience in Accounts & Administration with parallel 17 years in Accounts.
- » Consistent performer with a strong track record, positive attitude, with ability to handle assignments under high pressure.
- » Responsibilities of Fully Computerized by **FOCUS ERP** software. Screening of Requisitions Before Forwarding for Procurement In-charge. Material Procurement Receipts, Physical Inspection, Maintaining Minimum & Maximum Levels of Critical & Fast-Moving Items and Maintaining All accounts Documents as per Country rules.
- » New Customers Development, Price Negotiation with Customers, PO releasing, Material Delivery and Payment, etc.
  - » All Accounts entry handled like, Purchase order, Billing, Inventory, journal Voucher entry, Tax, Data Analysis, Payable & Receivable, Cash, Bank, Debit & Credit Note, LC, Waybill etc

### **3.1 Skill set details**

- » Procurement of Material
- » Comparative Statement
- » Negotiation with vendors
- » Material Management, Warehouse
- » Budgeting, Office Management
- » Logistics & Supply Chain

#### **» Technical Skill**

- » Ms. Office - Word, Excel, PowerPoint, Internet, etc.
- » Tally ERP9, FAS, Computex online
- » **SAP - MM & FI Part, FOCUS ERP**
- » **Equity Stock Market - Equity cash & F & O**

#### **» Ability**

- » Demonstrated ability to control costs through the most effective use of available resources.
- » Negotiated with the vendors for material procurement while liaising with the higher authorities of the company, ensuring statutory and company compliances.
- » Maintain Accounts all types of accounts entries. Well maintain warehouse / Store inventory.

### **3.2 Achievements**

- » Working in the **8 States** of India like Andhra Pradesh, Orissa, Madhya Pradesh, Maharashtra, Uttar Pradesh, Karnataka, Chhattisgarh & Gujarat. & Also work in abroad (**Congo DRC-Africa**)
- » Saved almost Rs.15-20 Lacs approx per year on the purchase of material by arranging the material from other circles/branches, technical calibration, control, validation, Price negotiation, expiry management, Claim to the vendor as per the agreement, etc.
- » Best Performance and Operational Excellence award by Metropolis Healthcare Ltd.

### **3.3 Salary Details**

Current Salary

**Per Month (INR)**

**Expected Salary – Per Month**

As per my ability and experience

### **3.4 Reference**

Mr. Umeshbhai (Niti Distributors SARI -DRC) Mob- +243 903068117  
Mr. Kamalbai (C I Solution- Kinshasa DRC) Mob- +243 899649351  
Mr. Atul V Shah (Admin Manager- **Metropolis**) Mob- +91 9879011787  
Mr. Himanshubhai Lakdawala (Lab Manager, Project Head - Bio/Immuno (**Metropolis**)) Mob- +91 9898097559

*I hereby declare that the above-mentioned details are true to the best of my knowledge.*