

CURRICULUM VITAE

Name: Soni Vaibhav Kumar Subhash Chandra

Address: 58, Tekra Faliyu, Vill -Andada

Contact number: 9033251242

Tal - Ankleshwae, Dist- Bharuch 393010

Mail id: Vaibhav21193.vs@gmail.com

PERSONAL INFORMATION :-

Date of birth : 22nd November 1993

Sex : Male

Nationality : Indian

Marital status : Married

OBJECTIVE :-

I am looking forward for a creative work environment that can offer me a wide prospect of learning, an exposure towards new technologies, accepting bigger challenging in my corporate excellence, which will help me to achieve my career goals., in order to improve my inner skill it is necessary to carry on hard work and i can able to deliver long productive working hours, ability to work independently and take decisions.

EDUCATION QUALIFICATION :

QUALIFICATION	BOARD/UNIVERSITY	YEAR	PERCENTAGE
S. S. C.	G.S.E.B. Gandhinagar	2010	51.57 %
H.S.C.	G.S.E.B. Gandhinagar	2013	49.42 %
B.COM	Shri Govind Guru Univercity - Ghodhra	2021	60.33 %

IT PROFICIENCY

- ❖ General knowledge about computer hardware & software
- ❖ Microsoft office word, Microsoft office Excel, Microsoft office Power Point
- ❖ Internet Browsing
- ❖ Tally ERP 9.00
- ❖ CCC

INTERPERSONAL SKILL

- ❖ Ability to Rapidly Build Relationship and Set up Trust.
- ❖ Confident and Determined
- ❖ Ability to cope up with Different Situations.

WORK EXPERIENCE :-

- ❖ **Accounts & Administration Assistant:** at Larsen & Toubro Limited, WDFCC 15 B Railway Bridge Project as an Assistant for 03/05/2016 to 31/05/2020.

Accounts Admin. Knowledge :-

- ❖ Cash & Bank Voucher Booking, office Maintenance,
- ❖ Making Necessary Reports like: Expenses Statement,
- ❖ Vehicle Details Master list,
- ❖ Staff data, etc.
- ❖ Maintaining Personal files of all the Employees.
- ❖ To Maintain Smooth Relation with the Workmen.
- ❖ Personnel Administration Activities of Employees from Joining to till Separation.
- ❖ Arrangement of Payments of Various Telephone bills, Shifting of Company's Telephones etc.
- ❖ Organizing gathering, Sports events and festivals.

❖ **Stores Assistant:** at United Phosphorus Limited (UPL) from 21-09-2020 to 15-04-2022

❖ **Sr.Store Officer:** at Tatva Chintan Pharma Chem Limited from 20-04-2022 to till.

Stores Knowledge :-

- ❖ Daily Physical Receipts, Issues, Returns & Inspection of Materials. Supervision of Loading and Unloading of all Materials
- ❖ Preparation Gate Pass in SAP.
- ❖ Co-Ordination with Technical Departments and Purchase Department.
- ❖ Storing the Materials Based on Shelf Life, Quality Parameters Etc.
- ❖ Stock Taking Activities – Monthly & Yearly.
- ❖ Taking outside Weighment of Incoming & Outgoing Materials.
- ❖ Engineering & Packing Material Handling
- ❖ Invoices Accounting (Inward Material)
- ❖ Issue of Materials.
- ❖ Arrangement of Material Handling Equipment's like Cranes, Hydra, Forklift, Trailers, Truck Etc. for Unloading and Loading & Follow the Safety Norms & Guidelines.
- ❖ Returnable Gate Pass and Non-Returnable Gate Pass Status Verification.
- ❖ House Keeping of Store and Material Yards
- ❖ Handle all Project Activity

INTERESTS AND HOBBIES :-

- Watching a Movies
- Cricket
- Reading

DECLARATION :-

I do hereby declare that the above Information is true to the best of my Knowledge.

Place :-

Date :-

Vaibhav S Soni