

CURRICULUM VITAE

AMIT KACHHI

Mo. No. 7974852384 / 9009262054

PRESENT POSTAL ADDRESS

Village-pathra (umariya) p.o- Badkhera ,taluka- Panagar
Dis- Jabalpur M.P. Pin code-483220

CORRESPONDING ADDRESS

B7 Mahalaxmi Residency, Raghuvir Nagar Road, Near ashok vatika society Andada
Ta.- Ankleshwar Dist.- Bharuch Gujarat pin code- 393010

PERSONAL PROFILE

- Date of Birth : 19 July 1997
- Email : amitkachhi1997@gmail.com
- Religion : Hindu
- Marital Status : Unmarried
- Language Known : Hindi, English,
- Nationality : Indian

EDUCATIONAL QUALIFICATION

- S.Sc.: Govt.H.S.School, Umariya(Pathra) 2013 :- 78.66%
- H.Sc.: Sarvottam H.S School indrana jabalpur2015 :- 74.66%
- DCA(Diploma in computer application): - MCU Bhopal 2017 :- 63.86%
- B.Sc(computer science).: Rani Durgawati Vishwavidyalya 2018 :- 61.51%
- MA :- R.D.V.V. Jabalpur 2020 :- 55.00%

JOB RESPONSIBILITIES : -

: Store inward , outward , Stock , Dispatch related work experience.
: To maintain discipline in the department.
: Do hard work , honesty, Troubleshooting , Teamwork .

EXPERIENCE

VISION POLYMER PVT. LTD. PANOLI (ANKLESHWAR)

As a LOGISTIC INCHARGE since August 2022 to August 2023.

- : All raw material inward entry .
- : All inward , outward product entry and record handle.
- : Manage an accurate inventory of FG material in terms of quantity.
- : Take ok production hand over and place it to right place.
- : Fully schedule and track of dispatch material .
- : Store inward, outward record maintain.
- : Vehicle tracking and fast delivery work handle.
- : Ensure materials are delivered to sites in a timely manner as per client criteria and internal system.
- : Maintain dispatch and FG handling .
- : Handling manpower for doing fast and accurate work in department.
- : GRN entry and received all material in department.
- : E-Way Bill create.
- : Track all pending raw materials and spare part or machine.
- : KPI, KAIZEN , MSL Knowledge.
- : Plant all type stock work experience ex. Raw material, FG, Scrap material, wood stock, packing material, etc.
- : Plant all Loading , Unloading related work experience.

MEGA INNOVATIVE CROPS PVT. LTD. PANOLI (ANKLESHWAR)

As a STORE EXECUTIVE since SEP 2023 to Till date.

- : All raw material inward , Outward entry and record handle in register and system.
- : All inward , outward product in Godown entry and record handle.

- : Plant tanks raw material stocks handle.
- : Maintaining minimum and maximum material quantity level.
- : To organize the materials category wise and stock in the appropriate location.
- : Maintaining store files and documents, register and other documents.
- : To maintain housekeeping of stores.
- : To follow safety procedures for ensuring safety materials and men working in stores.
- : To maintain all the documents up to date.
- : Day to day material report preparing and send to seniors.
- : Co-ordinate with plant member for material management.
- : Taking physical stocks in weekly, monthly and yearly.
- : Issue material in plant physical and system.
- : Maintain 5 S and visual workplace in store areas.
- : Prepare list of non moving and slow moving items.
- : Ensure safe handling of materials.
- : Manage an accurate inventory of FG material in terms of quantity.
- : Take ok production hand over and place it to right place.
- : Support packing and dispatch functions.
- : Handling manpower for doing fast and accurate work in department.
- : GRN entry and received all material in department.
- : Plant all type stock work experience ex. Raw material, FG, Scrap material, wood stock, packing material, etc.
- : Maintain safe and clean working environment by complying with procedure.

PRESENT SALARY:- 3 lakh/year.

SALARY EXPECTATION :- As per company rules and regulation.

Declaration:-

I hereby declare that above information are True and correct to the best of my knowledge.

Date:-

Place -

(AMIT KACHHI)