

RESUME

Parmar Akshay R.

LOGISTICS

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Permanent Address:

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Career Objective:

Hardworking, dependable with a strong commitment to maintaining high standards of operations and maintenance.

Record of keeping Documents in a neat, clean and organized manner. Efficient and punctual, apt at responding effectively to phone calls, receiving and delivering orders.

I would like to work for a company where I can further develop my skills and be a mentor to others.

Qualification	University/Board	Year	Percentage
S.S.C	GSEB	2006	71.14%
H.S.C	GSHEB	2009	45.6%
B.E	GTU	2014	57%
PG IN MATERIALS MGT	BVB	2019	53%

Professional Skills:

- Lenient in handling Labour
- Creative, Energetic, Sharp, committed & disciplined
- Problem-solving skills
- Proactive and flexible attitude in swiftly changing environment
- Co-operative and keen observer
- Good working relationship
- Ability to work under pressure with consistent excellent result

Computer Skills:

- SAP 7/7.5
- Operating System: Windows 8/8.1/10
- Word, Excel and Internet
- ERP System

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Core Competencies Include

Material Planning/Inventory Management: Preparing material requirement plan as per production floor needs. Tracking and maintaining inventory levels in the stores for all items required in the plant. Generating Purchase Orders as and when inventory levels reach reorder levels. Efficiently managing the inventory levels, for ensuring ready availability of material to meet production and dispatch targets.

Store Management: Overseeing the store management and maintaining reduced inventory levels. Maintaining the stock of Material without any variance by conducting perpetual stock verification and documentation. Implementing Standard Operating procedures within the warehouse and training team members in maintaining compliance with these procedures.

Sourcing/Procurement: Handling sourcing through identification of cost effective suppliers for procurement with an aim of improving quality & reliability. Budgeting funds for Procurement and sourcing of materials ensuring optimum utilization of materials & maximum cost saving

Scrap Management: Scrap material with special identification keeping in the specified marked room. Collection of quotation from leading scrap dealers. Control over accounting of scrap, reusable material and material disposal.

Work Profile:

- Responsible for Store, Dispatch and Purchase
- Preparing a GRN for RM/PM & Engineering Incoming Material.
- Material PR PO Process and Follow Upto Party Person
- Making PR for the required material
- Preparing Sales Order, Sales Delivery, E-Invoice, Export Documents.
- Ensure prepare GRN (as PO) of all incoming Receipt Material & Quality Inspection, Material Issued to production department as per FIFO System and dispatch As per FEFO.
- Adhering to storage design principles
- Good knowledge of inventory control process
- Arrange transportation for timely dispatch of F.G. product.
- Daily use Material Constipation in SAP Stock
- Ability to maintain good relationships with vendors and determine type and quantity of merchandise needed
- Ensured that all purchase operations were performed in accordance with company policies and procedures.
- 5s system, FIFO, FEFO system

Current Work Profile:

- Preparing a GRN for RM/PM & Engineering Incoming Material.
- Preparing E-Invoice and Sales Order.
- Knowledge Of ERP
- Ensure prepare GRN (as PO) of all incoming Receipt Material & Quality Inspection.

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Experience:

- Worked in coromandel Industries Ankleshwar as a store Assistant from June 2019 to Sept 2020.
- Worked in Indofil Industries Ltd unit III Dahej as a store Assistant from Sept 2019 to June 2021.
- Worked in Crop Lifescience Pvt Ltd AnkleshwarAs Logisitics Officer from 1st July 2021 to 11th March 2023.
- Currently Working in Insecticides India Ltd, Dahej as a Store Officer Since 24th March 2023.

Yours Sincerely,

Akshay Parmar R

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