

SEJALKUMAR.B.VASAVA

(MBA-Marketing)

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CAREER OBJECTIVE:

To be professionally competent by continuously increasing the learning domain by way of experience coming from day to day activities and be open to learning from all possible resources at all times.

ACADEMIC CREDENTIALS:

- **Master's in Business Administration (MBA)**

Institution Name : Veer Narmad South Gujarat University, Surat.
Year of passing : May- 2013
Percentage : 63.5%

- **Bachelors in Business Administration (BBA)**

Institution Name : Veer Narmad South Gujarat University, Surat.
Year of passing : April- 2011
Percentage : 57.38%

EXISTING WORKING SUMMARY:

- **Company Name** : Hindusthan MI Swaco Pvt LTD.
- **Nature of Business** : Oil Field Chemical Manufacturing
- **Position** : Executive
- **Period of Working** : Apr 2017 to Still Running

WORKING AREA:

- Indent Book and its follow-up with purchase department
- Communicate with senior authority regarding Dispatch and manage it
- Raw material, intermediate and finish product stock statement daily & Monthly
- Raising purchase requisitions.
- Raising GRN's (Goods Receipt Note)
- Goods issue & Store Management
- To carry out physical stock verification of all FG RM PM And Egg. Store On every month.
- MIS report
- To arrange to pack the finished goods (Local & Export) as per client requirement.
- To identify and segregate nonmoving stock.
- To maintain good housekeeping in warehouse& Storage area.
- To verify the document during material receipt and delivery.
- Barcode creation for dispatch
- Minimum Stock maintain
- Loading -Unloading of goods received
- Preparing Daily In-Out reports of goods movement

EXPERIENCE SUMMARY:

- **Company Name** : Norris Medicines LTD
- **Nature of Business** : Pharma Manufacturing
- **Position** : Assistant in Marketing
- **Period of Working** : Oct 2014 to June 2016

WORKING AREA:

- Handling all marketing activities like generation of new customers, handling existing one and increasing sales at the same time satisfying the need of customer
- Preparing all statistical and graphical data, product wise and value wise, relating to performance of parties.
- New product survey & launching of new products, (market survey, collection of data, product permission, new product packing design development, visual aid, literatures, promotional materials.)
- Follow up with Distribution department for goods & promotional item distribution, maintaining minimum stock level.
- Co-ordination with Production Dept. for new batch planning.

ERP & COMPUTER APPLICATION:

- SAP (Knowledge of FICO Module)
- MS Office (MS Power Point, MS Excel, MS Word)

SKILLS:

- Excellent interpersonal skills
- Team building skills, book-keeping skills, analytical and problem solving
- Decision making skills, attention to details and high level of accuracy

PERSONAL INFORMATION:

- Date of Birth : 4th July 1991
- Gender : Male
- Address : 590, Gujarat Housing Board, Surti Bhagol, Ankleshwar
- Marital Status : Married
- Nationality : Indian
- Language Known : English, Hindi, Gujarati
- Current Location : Ankleshwar

REFERENCE:

1. Mr. Mayur Soni
Purchase Head
Hindusthan M-I Swaco. Ltd.
Mo No. +91 9909873737
Email Id: purchase@hindusthan.co.in

DECLARATION:

Experience summary stated above shows the responsibilities handled by me and I am also open to shouldering new Responsibilities to be taken care in addition to the mentioned ones.

Whatever mentioned above is true and correct to best of my knowledge.

Sejalkumar Vasava

Date:

Place: