

HIMANSHU RATHOD

COMPUTER ENGINEER

OBJECTIVE Self-motivated and hardworking fresher seeking for an opportunity to work in a challenging environment to prove my skills and utilize my knowledge & intelligence in the growth of the organization.

PROFESSIONAL ACHIEVEMENTS **1st Prize winner in project competition (Diploma)**
Integrated management system of internal auditor training course from TUV INDIA PVT– PASSED. (ISO 9001:2015 - QMS, ISO 14001:2015 - EHS, ISO 45001:2018 – OHSMS)

SKILLS & ABILITIES Patience
Quickness at Learning.
Good communication skills.
Knowledge of core subject
Organization skill
Leadership & time management skill

WORK HISTORY **ASSISTANT MANAGER – RM & PM STORES, SOLEX ENGERGY LTD – TADKESHWAR (GUJ) 25-MAY-2024 TO TILL DATE**

JOB RESPONSIBILITY:

- Working in Microsoft Dynamic 365.
 - Responsible for resource management for smooth functionality of store department.
 - Responsible for coordination with purchase & Exim department for damage of material and till replacement of debit note creation.
 - Responsible of keeping the closing control on material inward and outward.
 - Responsible for ensuring all document posting within specific time frame.
 - Responsible for maintaining safety stock according to material's safety level.
 - Responsible for imparting training to new and existing employees.
 - Responsible for higher service level to the user's satisfaction.
 - Responsible for preparing daily, monthly, quarterly and yearly MIS reports.
 - Responsible for checking and controlling of inventory / movement of goods.
 - Responsible for safety of material, manpower & resources of store department.
 - Responsible for keeping informed immediate hierarchy & higher management about major issue of department.
 - Responsible for implementing and maintaining IMS in department.
 - Responsible for timely physical stock verification.
 - Responsible for identification and traceability of materials.
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**SR. EXECUTIVE – RM & PM STORES, RAPTAKOS BRETT'S CO & LTD – DAHEJ (GUJ)
01-JUL-2022 TO 24-MAY-2024**

JOB RESPONSIBILITY:

- Working in SAP S/4 HANA.
- Checking the daily material inwards like raw material & packing material.
- Make MIGO against purchase order as per received material.
- Dispensing material as per process order (Bulk & loose dispensing).
- Posting / Issue the material as per process order.
- Handling stores of RM, PM, Oil store, Vitamin Store & Flavor stores.
- Preparing scraps records month wise and reporting to manager.
- Every months taking a closing stock of physical and check the Expired and nearby expiry reporting to manager.
- Expired and damaged material transfer in scrap yard (Non Hazardous material).
- Received material stored in good condition as we as dedicated area as per requirement.
- Preparing batch as per process order.
- Maintain stock as per FIFO & FEFO.
- Every month consumption material report shared to GM & HOD.
- Incoming short / damage quantity share with purchase and HOD on mail.

**EXECUTIVE OF ENGINEERING STORE IN EMINENT PAPER INDUSTRIES LLP,
KOSAMBA (GUJ)**

01-JUN-2019 To 30-JUN-2022

JOB RESPONSIBILITY:

- Purchase material based on requirement and maintain minimum stock.
- Checking the daily material inward, RGP & service base material and invoice.
- Day to day issue and receipts, ledgers, stock statement report.
- Responsibility for receipts material as per purchase order, supply schedule and physical check as per inventor quality.
- Handling receipt of material and make a GRN & bill book.
- Check the GST, TCS & total amount of bill.
- Co-ordinate with engineer team for material stock (Stock requirement).
- Maintain the minimum stock level of regular moving materials.
- Monitoring delivery status from vendor.
- Check the party GST R1, R2 & R3 who's party filled /not and also eligible or not.
- Monthly check physical stock as well as whose scrap material.
- Monthly check the consumption of material as making ABC analysis report.

EDUCATION **B.E IN COMPUTER ENGINEERING FROM GOVERNMENT ENGINEERING COLLAGE, MODAS – GTU.**
CGPA – 7.00
DIPLOMA IN COMPUTER ENGINEERING FROM A. Y. DADABHAI TECH. INSTITUTE, KOSAMABA – GTU.
CGPA – 6.67
SSC – R. K. VAKIL HIGHSCHOOL, ILAV – GSEB.
PERCENTAGE – 60%

KNOWLEDGE ALL OPERATING SYSTEM, ERP SYSTEM, SAP BASIC AND S/4 HANA, LIVE WIRE SOFTWARE OF MMS ,GSTFAS & ERPDMS, MICROSOFT DYNAMIC 365.

PERSONAL **Date of Birth:** 03 – Feb – 1996
DETAILS **Language known:** English, Hindi & Gujarati.
Hobbies: Reading Spiritual books. Gaming puzzles.

Thank You
Himanshu Rathod