

# Curriculum Vitae

**Kavaddana**

Mob: - +919904456402

E-mail: - [kavaddana0106@gmail.com](mailto:kavaddana0106@gmail.com)

Add: -“ LAMBI SERI” At- Babarkot

; Ta: Jafarabad; Dist: Amreli Gujarat 365540

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**CAREER OBJECTIVE:** Having an experience of 08 years I am Intended to utilize my skills & develop it, towards a challenging carrier in a growth oriented and leading Organization that recognizes and values individual contribution and which will provide opportunities for continuing growth and advancement.

## **Academic Qualification(s):**

- B.A. Saurashtra University Jafarabad Year 2015.
- APPRENTICE.:Ultratech cement Jafarabad Works -Year 2014
- I.T.I. (C.O.P.A.) G.C.V.T. - Year 2009.
- Higher Secondary (Arts), H.S.C Board - Year 2008.
- High School, (Science) S.S.C Board - Year 2006..

## **Working Synopsis: Company Profile**

### ➤ **Mundra Solar Technopark Pvt.Ltd. -Mundra**

I have been working as **Store Supervisor** MUNDRA SOLAR TECHNOPARK PVT. LTD. At Mundra Under M/s. HR TALENT SOLUTION PVT. LTD.. since 25th March 2023 to till Date.

### ➤ **Gujarat Cement Works Kovaya.**

I have been working as Store Assistant In G.C.W. At Kovaya Under M/s. Ravindra Prabhu since 09th March 2021 to March 2023.

### ➤ **Bharat Havy Electrical Limited.- Pipavav**

I had worked as store Record keeper in BHEL Site Office 350X2 MW Gas based (G.P.P.C.) Power Plant at Pipavav Under M/s, Shiddhi Vinayak Co.. From (Aug-2013 To Sep-2018.)

## **Area of Responsibilities:**

- \* Deployment of Manpower.
- \* Supervision of Unloading /Receipt of Incoming Stores Material
- \* Maintaining of Inward Outward Register.
- \* Preparation of Daily Material Receipt report.

### **Professional Synopsis:**

1. Receipt, Issue record maintained and same day system posting.(through MIGO )
2. Processing of GRN, (Good Receipt Note) and prepared inter dept. stores transfer RGP/NRGP documents.(ZGP0)
3. Preparing Daily Report, Monthly Statement, MIS Report Raw Material & Spares.
4. GRN Process to MDCC Documents Processed..
5. Maintained all documents Record which is required as per different Audits.
6. Maintained record of Receipt & Issues of whole items of 16k materials.
7. Identify & issuing the materials to contractor & updating the stock
8. Material Return vendor through rejection memo.
9. Unloading loading and Storage of critical and chemical material in designated place as per ISO standard.
10. Monthly Local Freight /import material transporter bill / monthly loading unloading and services charges bill pass through system SES (ML81)

### **Competency Skills:**

- **IT Skills:** Microsoft Office, Hardware and Basic Networking.
- **Linguistic Skills:** Considerable Command in Gujarati, English and Hindi.
- A Competent Professional Working with SAP System over 05 years of Experience.

### **Strengths:**

- Honesty, Adaptability, Confidence, Sincerity.

### **PERSONAL MEMORANDUM:**

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|------------------|--------------------------|
| ➤ Name           | Kavad Dana               |
| ➤ Fathers Name   | Kavad Rukhad Bhai        |
| ➤ Date of Birth  | 01/06/1990               |
| ➤ Gender         | Male                     |
| ➤ Marital Status | Married                  |
| ➤ Language known | Gujarati, Hindi, English |
| ➤ Nationality    | Indian                   |

Kavad Dana