

*Yamini Chhotulal Patil*  
3056- Ayodhyanagar  
Link Road,  
Bharuch – 392 001  
Gujarat  
  
Cell: 9510203674

## **Career Objective**

I want to work in an organization where I can apply my skills of communication, teamwork and management, in a real working environment having excellent development opportunities and possibilities of accomplishing challenging assignments.

## **Personal**

Name : Yamini Chhotulal Patil  
Date of Birth : 06<sup>th</sup> March, 2002  
Marital Status : Unmarried  
Address (Permanent/Present) : Yamini Chhotulal Patil  
3056- Ayodhyanagar,  
Link Road  
Bharuch – 392 001  
Gujarat  
E-Mail ID : [yaminipatil6315@gmail.com](mailto:yaminipatil6315@gmail.com)  
Language Known : English, Hindi, Marathi, Gujarati

## **Educational Qualification**

Graduation : B. Com  
Completed with principal subject...  
Advance Accounting & Auditing  
(In July 2021)

### **(SGPA)**

6.75 (1<sup>st</sup> Sem)  
7.75 (2<sup>nd</sup> Sem)  
6.43 (3<sup>rd</sup> Sem)  
7.86 (4<sup>th</sup> Sem)  
8.00 (5<sup>th</sup> Sem)  
7.14 (6<sup>th</sup> Sem)  
At Narmada collage of science &  
commerce

MBA pursuing.... : With Supply Chain management

At Maharashtra Institute of Technology,  
Pune

## **Computer Literacy**

Basic Knowledge : MS-Office & Window VLOOKUP  
Software Knowledge : ERP & Pharma Suite software  
: Material Management System  
Zebra Printer Operation

## **Work Experience**

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*2.5 working years...*

- As lecturer at Global career institute, listed subjects teaching for standard 11<sup>th</sup> and 12<sup>th</sup> during Apr.2021 to Mar.2022
  - Business economics
  - Business administration
- As Warehouse Associate from March-2022 to January 2024 At Raks Pharma Private Limited.

As Officer from February-2024 to continue at Nagindas Hiralal Bhayani (Pharma Unit)

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### *Daily Schedule Work (Material Receipt)*

- Raw/Packing Material receiving with online documentation and observations recording in checklist for listed check points...
  - Verification of document with Gate inward.
  - Vendor name and address check in AVL
  - Material Verification for intactness of pack/damages /seal condition etc.
  - Dedusting of packs.
  - Weight verification.
  - Discrepancy in batch number on packs vs COA.
  - Discrepancy in actual quantity vs Invoice.
  - Consultation with QA/Purchase team in case of any kind of discrepancy.
  - Entry posting in Inward register.
  - All document filling: Checklist/Weight verification/Inward Register and GRN preparation in ERP.
  - Tanker receiving, document verification / checklist/GRN and co-ordination with QC for sampling.
  - PM dispensing and UV light Burning Record keeping.

### *(Material Retest)*

- - Daily monitoring of material falls in Retest, Material movement to designated area with Under test label.
  - based on production planning Retest request to QC and arrangement for sampling.

### *(Finished Goods dispatch)*

- Dispatch supervision and online checklist preparation, handover checklist/NRGP /packing list to taxation team for further Documentation / Invoicing.
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### *Daily Work (Optional)*

- Morning discussion with production team for taking material issuance plan/request.

- Based on request, approved material verification as per FEFO/FIFO and transfer to production.
  - Cleaning/housekeeping supervision and online records.
  - Balance verification and online records for checking balance correctness.
  - Communication with Purchase/QA for Rejected material return/destruction.
- Change Control Initiation and SOP Preparation  
Label Master Preparation
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### *Interested Work area*

- I would develop myself in Supply Chain management / Warehouse functional in Pharmaceutical/Chemical Industry to adopt work culture/ethics/responsibilities and standardization as international standards.

### *Achievements*

- I have given my best contribution during this tenure to reduce paperwork, participate to sale non-moving inventories...
  - Kaizen Winner in Oct-2022
  - Employee of the month in Sept-2022
  - Employee of the year for 2022 (Dahej unit)
  - Employee of the year for 2022 (INDIA region)

### *Hobbies*

- Drawing  
Dancing  
Tourism
- I will presentation of my Certificates at the time of personal Interview.