

**NAME: JAINESH KAYASTH**

**Address:** At.: Chautabazar Opp.Markandeshwar Temple, Ankleshwar.

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**Career Objective:**

To get a growth oriented position in a reputed organization where my skills can be utilized for improvement and success of the organization.

**Education Qualification:**

<i>Course</i>	<i>University/ Board</i>	<i>Institute</i>	<i>Percentage</i>
<i>S.S.C</i>	<i>GSEB</i>	<i>SHRI T.M.SHAH &amp;A.V.M. VIDHYAMANDIR</i>	<i>75.06%</i>
<i>H.S.C</i>	<i>GSEB</i>	<i>SHRI T.M.SHAH &amp;A.V.M. VIDHYAMANDIR</i>	<i>67.00%</i>
<i>B.C.A</i>	<i>VNSGU</i>	<i>M.K Institute of computer studies</i>	<i>64.03%</i>
<i>M.M</i>	<i>RPICM</i>	<i>NARMADA COLLEGE OF MANAGEMENT</i>	<i>62.45%</i>

**Technical Skill:**

**# SAP Experience :**

- *MIGO (101) Movement, Purchase Return with reference(122), Transfer Posting – (MB1B), Material Display stock (MMBE), Approve Manufacture list (ZMPQ\_AML), Good Receipt Entry & Cost Center Entry (MIGO), Purchase order Display (ME23N, ME2M, & ME2N), Material outward gate pass (NRGP/RGP),(ME21N) Create Purchase Order, (MB21) Create Reservation, (LX04)Capacity used per storage type MC.9(Material Analysis Stock Selection.*

- **Hardware:** *Hardware, Software Installation*
- **Word&Excel:** *Sum, Avg, Count, Pivot Table, Data Validation, Mail Merge*
- **Web Technology:** *ASP.NET, C#, HTML, CSS*
- **Databases:** *MS Access, My Sql*
- **Operating Systems:** *MS Windows XP, Windows 7, Windows 8, Windows 10*
- **Tools:** *MS Office, MS Visual Studio*
- *Typing skill*

**EXPERIENCE:**

<b>Sr. No.</b>	<b>Period of Experience</b>	<b>Employer</b>	<b>Location</b>	<b>Designation</b>	
1	April 2018 to 19	Lupin Limited, Ankleshwar	GIDC, Ankleshwar	Warehouse Assistance	
2	April-2019 To 22	Tatva Chintan pharma chem ltd	DAHEJ	Officer	
3	Dec-2022 To till date	Unique chemical ltd (sub div of j.b pharma ltd)	Panoli	Officer	

**Job Responsibilities:**

**# Raw / Packing Material / sez documents**

- *Looking for All Functions in Warehouse like GRN Preparation, Receipt, Storage and Issue of Raw Material and Packing Material as per SOP.*
- *Arrange To Store The Materials As Per Their Storage Condition.*

- *Maintain The Materials With Status Label Like Under Test, Retest, Approved, And Rejected And Update Storage Location In SAP.*
- *Co-ordination with HO and QA for the Expired and the Rejected Material and Take Necessary Action for Destruction or Send It Back To Supplier.*
- *SEZ DOCUMENTS: Temporary removal, DTA, sub-contracting- jobwork , sez gate vehical in and out*
- *Face internal & customer audit*

#### **Academic Projects: (BCA)**

- **Project Title:** *Online Computer Shopping*
- **Front – End Tools:** *Visual Studio 2013-Asp.n youet web application.*
- *Framework – 4.0*
- **Back-End Tools:** *SQL SERVER 2008 express r2*
- **Year:** *2015-16*

#### **Strengths:**

- *Honest and hardworking*
- *Good Team Worker*
- *Positive Attitude*

#### **Personal Details:**

1. **Name:** *JAINESHASHWINBHAI KAYASTH*
2. **Date Of Birth:** *09/08/1995*
3. **Gender:** *MALE*
4. **Marital Status:** *SINGLE*
5. **Nationality:** *INDIAN*
6. **Hobbies:** *CRICKET, TRAVELLING, MAKING NEW FRIENDS*
7. **Language:** *ENGLISH, HINDI, GUJARATI*