

RESUME

MACHHI JAYVADAN DINESHBHAI

1582, Vejalpur, Machhiwad,

Vachalu faliyu,

Bharuch - 392001

Contact No: 7041489239

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Personal Details:

NAME : MACHHI JAYVADAN
FATHER NAME : MACHHI DINESHBHAI
DOB : 03/02/2000
GENDER : MALE
MARITAL STATUS : UNMARRIED
NATIONALITY : INDIAN
RELIGION : HINDU
LANGUAGE KNOWN: GUJARATI, HINDI & ENGLISH

Objective:

To work in a healthy, innovative and challenging environment extracting the best out of me, which is conducive to learn and grow at professional as well as personal level thereby directing my future endeavors as an asset to the organization.

Academic Qualification:

Qualification	Board/University	Year of Passing	Percentage
SSC	GSEB	Mar-2015	62.00%
HSC	GHSEB	Mar-2017	73.00%
B.COM	VNSGU	Sep-2020	65.70%
M.COM	VNSGU	Apr-2022	71.70%

Computer Knowledge:

BASIC	JSSB	2021	79%
TALLY	JSSB	2021	84%

Work Experience:

Present Organization : GUJARAT FLUOROCHEMICALS LIMITED(GFL-A),
Designation : STORE ASSISTANT
Reporting to : Store Head
Duration : Sep-2022 to Continue...
Previous Salary : 1.80 Lacs.

Responsibility

- Responsible for Material receipt and Dispensing RM & PM.
- Maintain the inventory control and locations.
- Man power handling & proper distribution.
- Handling Of Retest, near expiry, expiry, online rejection & stock adjustment.
- Quarterly stock verification.
- Balance calibration & verification.
- Materials check & receipt as per purchase order.
- Responsible for 'Good Receipt Note' (GRN) on daily for all Direct and Indirect material received and circulating the copy of information to Purchase section and department concerned.
- Packing and Raw material samples give to Q.A.Dept. for sampling & release the material in systems.

- In case of any rejection, inform to Purchase department & Supplier's to return back the material to supplier.
- Check the materials at monthly or quarter level regularly based on ground stock v/s book value & make report.
- Unloading of vehicle of material as per scheduled.
- Day to day checking of GRN and bill passing & submitted in finance dept.
- Various types of report. (Receipt, Issue, Rejection, Inventory)

SAP mm module.

1. Prepared GRN.
2. Shortages/excess report.
3. Retest/near expiry report.
4. Reservation of consumable material.
5. Prepared RGP/NRGP gate pass.

I am confident that you would find my strong initiative and commitments to excellence coupled with demonstrated experience and exposure ideal for the position. I would welcome a personal meeting to further discuss your requirements and my ability to meet the same.

Thanking you for your consideration and forthcoming response.

Yours Sincerely,
Jayvadan Machhi