

# **RESUME**

## **Personal Details**

**Name** : **JARIWALA SHAHRUKH M**  
**Address** : C-7,Apsara Apartment,Kasak,Bharuch -392001  
**Contact No.** : (M) 9998340420  
**Sex** : Male  
**DateofBirth** : 16-03-1995  
**Nationality** : Indian  
**LanguageKnown** : Gujarati,Hindi &,English  
**Interest** : Reading about technology, Cricket ,Fun with friends  
**Religion** : Muslim  
**E-mail** : jariwalashahrukh0420@gmail.com  
**MaritalStatus** : married

## **Educational Qualification**

<b>Examination</b>	<b>Board/University</b>	<b>YearofPassing</b>	<b>Percentage</b>
S.S.C	G.S.E.B	2010	62%
H.S.C	G.H.S.E.B	2012	53.86%
COMPUTERCONCEPTS	ECIT	2011	A
I.T.I(Electrician)	N.C.V.T	JULY2016	73%
APPRENTICE	B.E.CFERTILIZERSLTD	MAY2018	65%
BA	BAOU	AUG2022	71%

## **STOREKEEPER**

### **Career Objective**

- I have knowledge and experience in store department.
- I have 3 years of experience in store department related activities(**PM,Engg**)
- I can implement manage smooth operation in store independently.
- I have worked on Athena & R3 sap system.
- I have Microsoft excel, Microsoft word, power point knowledge.

### **WorkExperience**

- I HAVE DONE MY APPRENTICE AS AN ELECTRICIAN IN B.E.C FERTILIZERS LTD. –JHAGADIA FOR 1YEAR 2017-2018.
- I HAVE DONE MY JOB AS AN PHARMA STORE DEPARTMENT IN SANOI INDIA LTD AT ANKLESHWAR FROM 29.10.2018 TO 28.10.2019.
- I HAVE DONE MY JOB AS AN MARKETING EXECUTIVE IN TECH CHEM ELECTRO ENGINEERS PVT LTD AT ANKLESHWAR FROM 01 11-2019 TO 21-09-2020.
- I HAVE DONE MY JOB AS AN PHARMA STORE DEPARTMENT IN ZENTIVA PVT LTD AT ANKLESHWAR FROM 15.10.2020 TO 30.05.2021.
- I HAVE DONE MY JOB AS AN PRODUCTION DEPARTMENT IN RAPTAKOS BRETT & LTD AT DAHEJ FROM 02.08.2021 TO 22.04.2023.
- I HAVE DONE MY JOB AS AN STORE ASSITANT IN NACL SPEC-CHEM LTD AT DAHEJ FROM 24.04.2023 TO TILL DATE.

## **Role & Responsibility**

- Worked on Athena & R3 sap system.
- Supervise activities for incoming material Gate entry ,security cheking ,weighthment ,physical accounting unloading ,good receipt note preparation & documentation.
- Material check & receipt as per purchase order.
- Preparation of good receipt note (GRN) on daily basis for all direct & indirect material received & circulating the copy of information to purchase section & department concerned.
- Dispatch according to plan/schedule to on time delivery to production department.
- In case of any rejection, inform to purchase department & supplier to return back the material to supplier with rejection note.
- Check the material at monthly or quarter level regularly based on ground stock v/s book value & make report.
- Collection of material from transporter go –down .Disposal of waste /scrap material.
- Ensure all routine activities stores & dispatch like –inward ,outward process,vehicle arrangement follow –up with transporter & raw material shipment as per defined timeline.
- Day to day coordination with local transporter & logistics for vehicle arrangement the daily fulfilment of customer requirements.
- Tagging & allocating the location for all items
- Safety inspection at all there lated activities inside/out side of store.
- Prepare RGP &NRGP gate pass & E-way Bill. & Gate pass tracking.

## **Additional responsibility**

- Purchase bill, service bill, & transporter bills timely submission to a/c for payment.
- Safety inspection at all there lated activities inside/outside of store.
- Maintain store & housekeeping.
- Various type of report prepared as per required (Receipt,Issue,Rejection,Invetory,Cnsummable)

## **Strength**

- Positive Attitude Learning Abilities Handwork Teamwork, Goal Oriented

## **Skills**

- Good communication & presentation skill.

## **Declaration**

I hereby declare that all the particulars given above are best of my knowledge and belief.

**DATE:**

**PLACE: BHARUCH**

**Yours Faithfully,**

**Jariwala S.M**