



JitendraKumar Somabhai Patel

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OBJECTIVE

To join a position of responsibility with a progressive organization and work towards the fulfilment of organizational and personal objectives.

EXPERIENCE

23-October-2023 To - Continue Till Date

Deepak Chem Tech Ltd. Rahiyad, Dahej.

Senior Executive Logistic

- Etairn (3 months) SAP Training & Implimantaion of Plant Logistics Satupp Planing Work At Corporate Office vadodara.
- Handling Hazardous Chemical Tanker Logistics Movment.
- Handle a vehicle movement at plant for Inbound and Outbound Shipment.
- Create a Sample, By Product & Finished goods invoice in ERP/Oracle System.
- As per Production Import Raw Material Requirements - Follow-up to transporter for Port To Plant Movment & timely vehicle gate in plant.
- Prepair a e-Way bill against import Bill Of Entry for Port To Plant Material Transfer.
- Prepair e-way bill for operation & project store for job work and material replacement.
- Prepair PR in ERP/Oracle as per Logistics requirment.
- I Lead a team of 4 Junior executive members.
- Manpower Handling, Planning Placement Vehicles through Transporter on Daily basis.

17-June-2014 To - 21-October-2023

Evonik Specialty Silica India Pvt. Ltd. (Formerly know J. M. Huber India Pvt. Ltd.) Jhagadia.

Officer Supply Chain (Warehouse/Logistics)

- Preparation of sales plan based on pending orders and dispatch planning.
- Arrange vehicle for various destination as per requirement by marketing and dispatch plan.
- Preparing domestic invoices in Oracle system with taking care of all statutory papers required with the consignment.
- Coordination with Security team/Weight bridge for vehicle entry.
- Check And Verify All Documents For Transportation & Logistics Which Should Be Inline With S.O.P's Ensure Loading Of The Vehicle By Following Standard Procedures.
- Ensure proper documents attached with transpoter lorry receipt, Like Road permit, Waybill, E-way bill, challan, GST Invoice, Quality certificate (TC) Pallet Fumigation Certificate etc.
- Correspondence With Head Office, Party, Transporter & Cuatoms House Agent.
- A good planner with expertise in packing. Dispatch execution & good in managing orders within timeline.
- To manage and maintain the stocks of the packing material and update them at regular intervals.

- Coordinating with the manager and ensuring achievement on monthly and annual sales goals.
- An excellent communicator with recognized abilities in networking with customers when required.
- Preparation of sales invoice against CT-1 (Merchant Export), CT-3, S.E.Z. (Deemed Export - S.E.Z. Supply) & Indirect Export against Rebate etc.
- Daily Export Container Physical Check & Verify as per Transporter Detail & send to loading as per export plan from Head office.
- Prepare Export Documentation Based On Dispatch Country Specific Requirement.
- Preparing Export documents like Custom Invoice, Packing List, V.G.M.(Verify Gross Mass Of Export Container), Pallet Fumigation Certificate, and other related documents.
- Daily Export Document Repair & Sign work done to Sign Authority (Self Examination/Export Container Examination Certificate) & Sealing of Container & Release.
- Correspondence with Customs House Agent & Provide a Required Document of Export Container Custom Clearance.
- Apply a UT-1 (Under Taking) Application For Export on G.S.T. Portal.
- Proper documentation as per Customs & G.S.T. Laws.
- Packing Materials Weighment of unloading Truck.
- Verifying Bills of transporters Service and handed over to Account Department.
- Reconciliation of Sales Debit v/s Oracle.
- Preparing Daily Raw Materials & Packing Materials M.R.N. in Oracle.
- Preparing Capital Goods Materials & Missiles Materials M.R.N. in Oracle.
- Preparing F.G. Materials M.R.N. in Oracle against Domestic & Export Sales.(Material Rejection/Sales Return / Invoice Cancell /Container Reject/System Erore).
- Preparing a Inward Registered & M.I.S. Report in Excel.
- Every Month Finish Good & Packing Materials Cycle Count Process done in Oracle.
- Smooth implementation and training to all personnel concerned for the systems like Oracle.
- Any other additional activities to be given from time to time.
- Responsible to maintain and effective usage of all equipment's of the dept.
- Ensuring cost saving measures are implemented at the dept. and reducing the wastage.
- Warehouse Handling.
- I also operate a Forklift to materials transfer & dispatch of finish goods.
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- After a New system Implementation of S.A.P. R-11(Sales Distribution) & P-70(Material Management) /E.W.M. (Extended Warehouse Management) On 01-07-2018.
- Preparing Domestic Invoices in S.A.P. With R-11 S.D. & P-70 M.M.
- Responsible for Export dispatches in manufacturing plant using SAP software.
- Preparing Export invoices in S.A.P. with R-11 S.D. & P-70 M.M.
- Preparing Domestic & Export Sample invoices in S.A.P. with R-11.
- Preparing Daily Raw Materials & Packing Materials M.R.N. in S.A.P.

- Every Month Finish Good, Raw Materials & Packing Materials Cycle Count Process done in S.A.P.
- Invoice Cancel in R-11 & Material Revers in P-70.
- Product Repacking in S.A.P. (Material transfer like with pallet to without pallet & without pallet to with pallet, One Product to Another Product).
- Monthly Packing Materials Quantity excess in SAP as per physical count.
- Every Month Finish Good & Packing Materials Cycle Count Process done in SAP.
- Preparing a Credit Note - S.R.N. & Receive Material in S.A.P. (Rejection & Sales Return material)
- Revers full invoice in SAP (Due to Invoicing Error)
- Preparing a Scrap Sales Invoice & Generated E-Invoice Manually.
- Preparing a Non-Returnable Gate Pass Of Plant Hazardous Waste (Like, E.T.P. Sludge, Oily Cotton Waste, Discarded Bags & Liner ect.) Send To Disposal Purpose In Government Authority Like "B.E.I.L. Infrastructure Ltd. Ankleshwar "
- Scanned a Finish Good Pallet into SAP/Extended Warehouse Management on behalf of production department to dispatch goods on time.
- Transfer Finish Good Pallets 1000 To 0001 Storage Location For Remove Wrong Scanned Pallet Form Production & Quality Fail Pallet Also In SAP.
- Keeping In Touch With The Quality Check Department & Finish Good Status Change QC Block To Unrestricted In SAP, For In Time Generate an Invoice And Sending The Goods.
- Keeping Touch With The Production Manager And Giving Details To Make The Finish Goods according to the required Sales Order.
- Daily co-ordination with Production to get Material on time.
- Back up in absence of other team mate (export / domestics logistics).
- Update daily transections to SAP.
- Daily production receipt / posting in SAP / EWM / WMS / TAS upon physical verification. Maintain proper & correct inventory.
- Check daily dispatch plan and perform various processes in SAP / EWM / WMS w.r.t. Order Execution.
- Error free documentation. / Digital signature and related processes.
- Carry out regular physical warehouse checks of inventory
- Carry out dispatches and ensure accuracy as per MPN
- Produce regular stock reports and daily stock position / MRN / TRN
- Supervision of Truck Order Linking, Calling trucks, thru SAP different functions, check the correctness of sales order & its validity, material availability, truck availability etc. Continuously meet priorities set by Business.
- Handle Exports of Solids and Liquids- Physical removal and also Self Sealing Process.
- Timely addressing issues related to documentation, improper reporting of containers / vehicles, shipments / STOs etc.
- Ensure adherence / implementation of all SOPs, safe work practices and operational checklists
- Timely coordination / supervision for safe maintenance and up-keeping of warehouse equipment

- Perform other jobs as assigned by Warehouse Office / Manager / HOD.
- Monitoring daily damages of Finished Product, Maintain its record for preventive measures.
- HOTO of the shift operation / OMPPro Logbook.
- Monitoring unsafe act / working condition by contractor's staff & Truck drivers, Safety / OHSAS / RC14001 / OMS / IMS / Distribution Safety audits & protocols.
- Emergency response and act as AFS for other plants
- Ensure maintain standard cycle time of activities related to dispatches
- Automation and IT knowledge of product label / Barcode / RFID / Scanners etc.

05-March-2012 To - 15-June-2014 Meghmani Finechem Ltd. Dahej (Caustic Soda Plant)

Assistant Marketing Dispatch

- Sales accounting & MIS related activities of Caustic Soda Lye (48% & 32%), HYDROGEN Gas, CAUSTIC SODA FLAKES, Hydro Chloric Acid, Spent and LIQUID CHLORINE.
- Preparation of Contract and Sales orders in SAP System.
- Monitoring & keeping record of chlorine tonners movement and making record in SAP System.
- Making Invoice in SAP and Tracking of ARE-1 in SAP and ARE-3 Documents.
- Preparation of export related document like bill of export, export invoice, form 402, ARE-1.
- Creation of New Customer & Contract in SAP (SD Modules).
- Daily stock taking of finished goods.
- Preparation of Daily Dispatch Report & MIS Report related with Dispatch.
- Passing Transporter Fright Bill and prepare Bill Excel Sheet for A/c. Dept.
- Finished goods Dispatch & Weighment of loading/unloading Vehicles.
- Overall system improvement in co ordination with it department
- Correspondence with party & transporter.

EDUCATION

- **S. S. C. 10th. - G. S. E. B.**
March - April 2001

55.00 %

- **H.S.C. 12th. Commerce - G. S. H. S. E. B.**
March - April 2003

61.17 %

- **B. Com. - V. N. S. G. U.**
April - 2006

54.56 %

- **M. Com. - V. N. S. G. U.**
April - 2008

51.75 %

SKILLS

- Excellent written and verbal communication skills Proficient in MS Office applications, especially in MS excel Good analytical and problem solving skills and ability to handle team and client discussions. Good knowledge of SAP (SD & MM Module) Good communication skills (English & Hindi). Good knowledge of handling inward/outward material. Knowledge of planning & distribution.
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ACHIEVEMENTS & AWARDS

- Pass the examination with 61.17% of H.S.C. (Gujarat Higher Secondary Education Board) Knowledge of computer in Microsoft Word, Excel, Internet as well as in Tally 9.0, SAP (SD Modules), Oracle, SAP (MM Modules) S/4HANA 1909 SPS04 R-11 & P-70 E.W.M. (Extended Warehouse Management)
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INTERESTS

- Playing Cricket. Listening Music. Watching a Movie
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LANGUAGES

- GUJARATI
 - HINDI
 - ENGLISH
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REFERENCE

- **Mr. Subhash R. Tripathi - Chief Manager Capital Purchase**
Deepak Chem Tech Ltd. Rahiyad Dahej
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ADDITIONAL INFORMATION

Family:

Father : Late. Somabhai Jethabhai. Patel.

Mother : Manjulaben Somabhai Patel

Wife : Bhavnaben Jitendra Patel

Doughter : Yashvi Jitendra Patel

Doughter : Bhavya Jitendra Patel

Date of Birth : 16th December 1985

Place of Birth : Bharuch

Nationality : Indian

Cast : Kadva Patidar

Marital Status : Married

Height : 5 Feet 8 Inches

Weight : 74 kgs.

Present Salary : 6.90 L.P.A.

Expected :

Notice Period : 3 Month (90 Days) / Negotiable

Current Company : Deepak Chem Tech Ltd. Rahiyad, Dahej.

Current Designation : Senior Executive Logistic

Current Location : Rahiyad Dahej - Bharuch

Work Experience :12 Years



JITENDRAKUMAR SOMABHAI PATEL