

Curriculum vitae

JUNED G RATHOD

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Mo: 9106626599

OBJECTIVE

Seeking positive things that will utilize my talent to enhance the growth of the organization.

EXPERIENCE

1. Mahalaxmi Computer

Sardar Patel Complex Prateen chokdi
Ankleshwar
Working as Tally Operate
Time Duration: - 1.3 (01 year 3 month)

Job Responsibility:-

- Purchase/Sales
- Cash/Bank/Wages Entry
- Bookkeeping
- Material Odit
- Purchase sales Odit

2. Aarti Industries ltd Dahej sez-2

Unit- Z103/C Dahej Diamond (APPRENTICE)
Working as Store Supervisor
Time Duration: - January 2024 to till date

Job Responsibility:-

- Material Receipt Engineering Store
- Check Receipt Documents And Follow – up if any Shortfall /Physical counting / GRN Posting / Documentation,
- DMR (Daily material receipt Entry in Excel Sheet)
- DSR (Daily SEZ receipt Entry in Excel Sheet)
- DTA Preparations of SEZ online
- Material Issue and maintain of Records for material Issue (Including Silent hour Issue)
- Follow up reservation creation to regularize manual issues and posting in SAP.
- Segregate Material returns from the user.

Stores Officer

- Daily mail to user department & HOD regarding Receipt of material
- Making RGP from sap

- Daily follow up for the Quality Inspection of material to user department by Mail and telephone
- Preparing GRN within 2 days
Physical stacking of material with complete label (SAP)Updating the location of material in SAP
- Quantity variation (wrt – challan & PO), physical checking
- Vendor E-way bill
- Material Receiving / Issuing Activities as well as documentation.
- Material receipts, Physical checking of material as per supplier documents And Placed PO
- Preparation of Inventory Report on weekly, Monthly and required basis. Daily Physical Receipts, Issues. Returns & Inspection of materials. Coordination with quality management department for rejection defective material and correcting the right material code
- Manpower handling.
- Make sure 5S, KAIZEN, FIFO Implementation In Engineering Store
- Morning TBT.
- Knowledge of various safety activities like TBT, MSDS.

EDUCATION

- Have passed **B.com (Bachelor of commerce)** with Second **class 5.07 CGPA** in December-2022 from Mk College Of Commerce & under Veer Narmad South Gujarat University (V.N.S.G.U), Surat.
- Have passed H.S.C, in March-2019 from G.S.E.B., Gandhinagar.
- Have passed S.S.C, in March-2017 from G.S.E.B., Gandhinagar.
- Have passed the computer **basic course** 2019 from 3 Star Computer.

SKILLS

- SAP & e-bill
- Basic MS office

INTERESTS

- Cricket,Kabaddi
- Traveling

PERSONAL DETAILS

Address: - At post: Sarangpur, Dadhal.
Ta: - Ankleshwar, Dist.: Bharuch
Pin code:-393001

Birth Date: - 25/05/2002

Languages Known: - English, Hindi, Gujarati

Marital status: - unmarried

Gender: - Male

DECLARATION

I hereby declare that the mentioned particulars are true to the best of my knowledge and belief.

JUNED G RATHOD