

# **RESUME**

## **Patel Kaushik D.**

### **Present Address:**

99, Asiyad Nagar Hansot Road,  
Ankleshwar, Distt. – Bharuch (Gujarat)

**Mob:** +91-7016050756

**E-mail:** [kaushikdpatel5@gmail.com](mailto:kaushikdpatel5@gmail.com)

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### **❖ CAREER OBJECTIVE**

To work with a reputable organization who acknowledges performance and provides opportunities for professional long term career growth and encourage staff to improve skills and knowledge that help to meet work demand and expectation of organization.

### **❖ EDUCATIONAL QUALIFICATION**

<b>Degree/ Class</b>	<b>Colleges/School Name</b>	<b>Board Name</b>	<b>Year Of Passing</b>	<b>Result</b>
B.com	J Z Shah Arts & H P Desai Commers Collage Amroli	V.N.S.G.U	2011	44.44%
H.S.C	K & M P Patel Sarvajanik Vidyalaya	G.S.E.B	March 2008	55.86%
S.S.C	K & M P Patel Sarvajanik Vidyalaya	G.S.E.B	March 2006	56.29%

### **❖ WORK EXPERIENCE**

Working as Store Assistant in M/s. **Hikal Ltd. (Panoli)** working in Enterprise Resource Planning (ERP Oracle version) from Nov 2022 to till date.

### **❖ COMPANY PROFILE**

Hikal has five manufacturing facilities in India at Maharashtra (Taloja and Mahad), Gujarat (Panoli) and Karnataka (Jigani) and a Research & Technology center at Maharashtra (Pune). Our facilities are regularly inspected by multinational companies and global regulatory authorities. The plant has a capacity of Production 350000 TPA and annual Turnover of Rs.2500 Crores. Hikal is the first Indian life sciences company to receive the Responsible Care® certification granted by the International Council of Chemical Associations (ICCA).

## ❖ **JOB PROFILE**

### ❖ **Receipt Section:**

- Checking of inward gate entry number & date with stamp on receipt documents. In case of any discrepancy, contact security & rectify the problems.
- Daily receipt report sent to the user department.
- Receipt, physical checking, and inspection of all incoming goods.
- Discrepancy notes make for shortage, excess, damage and wrong material receive.
- Monitoring and follow-up for material transit, RGP materials.
- Independently planning, executing with colleague handling & controlling with feedback of Codification of stores with designing of code structure Physical receipt, identification and Storage of material considering safety norm.
- Loading, Unloading heavy equipment safely at proper place at site.
- Maintain L.R. pending register, RGP and NRGP and Cylinder register.
- Find Purchase Order Checking.

### ❖ **Issue Section:**

- Controlling of material issue.
- Generation of Month end report related issues.
- Checking materials available in the lay down yard from material delivery records with location.

### ❖ **Inventory Section**

- Stock taking in different methods like perpetual physical stock taking, half yearly stock taking, yearly stock taking.
- F.S.N. Analysis.
- COMPUTER PROFICIENCY

### ❖ **Enterprise Resource Planning (ERP)**

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- Coordinate all concerns for implementation and utilization of **ERP** in Store Area.
- ⑩ MS Office, Word.

❖ **PERSONAL DETAILS**

**Name: -** Patel Kaushik Dahyabhai

**Date of Birth: -** 07 February 1990

**Marital Status: -** married

**Sex: -** Male

**Nationality:-** Indian

**Languages Known:-** Gujarati,Hindi & English

**Permanent Address:-** 99, Asiyad Nagar Hnasot Road , Ankleshwar  
Distt. – Bharuch (Gujarat)

❖ **DECLARATION**

I hereby declare that all the statements mentioned above are true and correct to the best of my knowledge and belief.

**Place: .....**

**Date.....**

**Yours faithfully,**

Patel Kaushik