

# Mayursinh Vaghela

## Executive Assistant store



7 Years 5 Months



(+91) 8511218287



vhlmayursinh786@g  
mail.com



## Profile Summary

With experience in store department operations, I am currently seeking opportunities in RAW material (RM), Packing material (PM), and inbound/outbound logistics. My expertise lies in inventory management, supplier coordination, and ensuring smooth operations within the store. I am adept at organizing and overseeing the receipt, storage, and dispatch of goods. Eager to leverage my skills in a dynamic work environment to drive efficiency and contribute to the overall success of the organization.



## Key skills

- MM
- ERP
- Telly
- Excel
- Word
- MS Office Word
- MS World
- HLOOKUP
- Email
- Internet Browsing
- VLOOKUP
- sap



## Personal Information

City **Gavasad Vadodara**

Country **INDIA**



## Languages

- English
- Hindi
- Gujarati



## Education

**M.Com, 2016**

**Gujarat University**

**B.Com, 2016**

**Gujarat University**



## Work Experience

**Jun 2019 - Present**

**Executive Assistant store**

**ICA PIDILITE PVT LTD**

**RAW Material & Packing material handling And local purches**

**Dec 2016 - Jun 2019**

**Store Assistant**

**Zydex Industries**

**Dispatch/ RM & PM / Engineering store**



## Projects

**2734 Days**

**Istore**

**Warehouse management and material shifting and sku type**



## Certification

---

- ITI Complete (COPA) For 1 Year
- Short Time ITI ( Glass Industry ) For 6 Month
- Computer Class ( CCC )