

CURRICULUM VITAE

MAYURSIKH RAJENDRASINX VAGHELA

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OVERVIEW

A highly motivated professional with high creativity, recognized as a result -oriented and solution-focused individual. Areas of strength include I give consistency quality of works & service by continual improvement.

- Organizational Skills
- Computer Literacy
- Work as Team Player
- Communication Skills
- Inventory Controlling
- Dispatch & Logistic Management

EDUCATION

Bachelor's in commerce (B. Com) Year 2013-16

Gujarat University, Muval.

COMPUTER SKILLS

- Microsoft Office 1997/2003/2007
- SAP – MM module
- Internet / E mail

PROFESSIONAL EXPERIENCE

• ZYDEX INDUSTRIES PVT. LTD.

Position: **-Stores Assistant cum Dispatch & Logistics**

Period: - 26-12-2016 To 14-06-2019

• ICA PIDILITE PVT LTD

Position: **-Executive Assistant – Store.**

Period: - 15th June 2019 To till Date.

Job Profile: -

- Working in Store/Warehouse/Dispatch Management as per standard operating systems (sop).
- Handling RM/PM, FG stores. &Logistics.
- Receives Incoming Material Reconciles with Purchase order & making GRN.
- Make invoicing as per order and STO
- Inventory control (slow moving, fast moving, non moving)
- Receipt, Inspection, Storage, Tagging of material and accounting theory.
- Co-ordinate with QC/QA Department for sampling of RM & PM & Analysis.
- To manage and implement smooth operation of inward & outward.
- Coordinate with Material Handling contractor for timely loading& unloading of vehicle.
- Ensure health, safety, cleanliness, and security of ~~the~~ warehouse receiving and distribution goods area at times.
- Co-ordinate with transporter & CHA for arranging the vehicle as required.
- Coordinate with Marketing/Production/ QC/Logistics & Purchase department.
- Prepare document like packing list, checklist, loading advice for dispatch material.
- Type your text
- The management of stores & warehousing operation as per FIFO Method.
- Maintaining proper records of receipts and issue of RM/PM Material.
- Systems/s physical& perpetual stock verification. If any found different, we are tracing and solve it. Or give details to management.
- We are facing internal audit on monthly basis. And External stock audit every 3month
- Giving proper tanning to manpower for proper work.
- Maintain record for receiving of material.
- Daily & monthly prepared MIS Report of (Inward, Outward & Stock).
- Capital material local purchase
- Implementation of 5s & kaizen, etc.

- To manage the daily operation and activities of warehouse and implement it.
- To ensure smooth function of warehouse with proper safety rules.
- Workout the activities and implement of sop.
- Exposure of ISO 9001/14001
- Responsible of all warehouse safety and hygienic.
- All materials storage as per its define bin number it connect in sap software and tagged with SAP barcode and also updating with manual bin card and with its self-life
- Ensure accuracy of the flow of inventory oversees physical inventories and lead the cycle count effort.
- Through process and procedure verification system review and transition document improve security and tracking of inventory.
- Design and develop short and long term action plans strategies to reduce future annual inventories variances..
- Identify root caused for inventories discrepancies and develop solution to eliminate future occurrences.
- Prepare stock report to present to management.
- To control leakage or spillage.
- Timely Disposal of rejected materials and also dead stock.
- Identification of obsolete Non-Moving ,Slow-Moving items, Fast moving items and monitoring Self-life periodically.
- Ensure empty packing materials to be returned to vendor.
- Maintain BIN Management system and also barcode system.
- Prepare Monthly MIS Report as per management required.
- Monitoring monthly Non-moving items in Raw material, Packaging material & material and finished goods.
- Use maximum space in warehouse.
- Inventory control through Minimum & Maximum stock level.
- Handling hazardous Chemical (Benzyl alcohol ,Styrene monomer , ACN, Methanol,)in tank farm as per API Guidelines with legal compliance.
- Awareness of the warehouse safety.(fire alarm system ,firefighting system, SCBA SET)
- Reduce cost control and inventory control.
- All transaction done in sap MM/WM

ACCOMPLISHMENTS

I have successfully completed my duty as a Stores Assistant from Dec'16 till date.

SPECIAL INTERESTS

Traveling, Music, Cricket

PERSONAL INFORMATION

- Date of Birth: 8th April 1995
 - Marital Status: married
 - Language Known: English, Hindi, Gujarati
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