

## RESUME

**DIPTI VASAVA**

**Designation:** Officer

**Nationality:** Indian

**Email:** diptivsv052@gmail.com

**Phone No:** 8140561955

**Date of Birth:** 10th August, 1998

**Gender:** Female

**Marital status:** Unmarried

**Language known:** English, Hindi, Gujarati

Experience Professional with superior abilities Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level good position. Ready to help team achieve company goals. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

### TECHNICAL SKILLS

- Best observational skill.
- Knowledge about acceptance criteria.
- ERP.
- Microsoft excel and Microsoft office software.

### • Activities performed:

- To look all activities of raw & packaging materials after Received and ensure that the material is store as per storage condition and kept in the UNDER TEST/APPROVED area.
- Making material check list – check all point as per checklist.
- Daily receipt report sent to user and purchase department.
- Discrepancy note make for shortage, excess, damage and wrong material receive.
- Loading, Unloading heavy equipment safely at proper place at site.
- Purchase Order Checking.
- Maintaining all records of Warehouse including temperature records and weigh balance verification records as per CGMP.
- Ensure proper checking of raw materials as per Standard procedure.
- Handling of dispatch (like local, By product, interstate and export) and related Activities.
- Prepare Transportation documents for the dispatch.
- Packaging and unitization, Inventory, Transport, information, and control Storage, warehousing, and materials handling.
- Create GRN, RGP-NRGP, INVOICE, E-WAYBILL, ISSUE SLIP, Purchase requisition, Job work, Stock transfer order, Labelling
- In the ERP system.
- Labelling practices and ensure sampling of raw and packing materials are done.
- Intimate to QC for sampling of RM and PM.
- Handling of Purchase requisition items.
- Inventory Section:

- Stock taking in different methods like perpetual physical stock taking,
- FIFO & LIFO Analysis.
- A.B.C Analysis.
- Stock maintaining of raw and packing material as per warehouse management system
- Prepared dispatch qty as per PL
- Ensure timely dispatch.
- Maintain stock of labels for the dispatch as per customer requirements.
- Handling of engineering activity
- Maintaining of engineering stock.
- Controlling material issues.
- Generation of Month-end report related of issues.
- Checking materials available in the lay down yard from material delivery records with location
- Ensured safety compliance by conducting regular inspections, addressing potential hazards, and providing necessary safety equipment for staff members.
- Oversaw maintenance of warehouse equipment such as forklifts, pallet jacks, conveyor belts ensuring safe operation at all times.
- Rejected damaged items, recorded shortages and corresponded with shippers to rectify issues.

## • WORK EXPERIENCE:

1) From: 01<sup>st</sup> Nov,2022 To till Date.

- **Company: Hikal Ltd. Crop Protection (Panoli)**
- **Designation: Officer**

3) From: 01<sup>th</sup> Sep,2021 to 31<sup>st</sup> Oct 2022 (1 years 02 months)

- **Company: Hikal Ltd. Pharma, Crop protection plant (Panoli)**
- **Designation: Apprentice trainee**

## • Educational Qualification

Class	Board/University	Year	Aggregate %
10th	CBSE	2014	7.0 CGPA
12th	CBSE	2016	5.4 CGPA
BA	VNSGU	2019	63%
MBA(FINANCE)	GTU	2021	8.70 CPI

## PERSONAL INFORMATION

**Spouse Name:** Jalamsing Vasava

**Hobbies:** Reading, Listening songs

**Permanent Address:** A/3, Rangoli Raw house, Gajanand society,  
Near hasti talav, Ankleshwar, Dist. Bharuch (393001)

## • DECLARATION: -

I hereby declare that all the above furnished details are true to the best of my knowledge and belief.

**Name: Dipti Vasava**