

## **CURRICULAM VITAE**

**MAKWANA JAYENDRAKUMAR C.**

**70, SHREE MARUTI DUPLEX**

**BAREJA**

**AHMEDABAD**

**PIN CODE: 382425**

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**INTERESTED FIELD: STOREMANAGER, STORE SUPERVISOR (STORE INCHARGE) BILLING INCHARGE, BILLING CORDINATOR (OFFICER), COMPANY GODAWN & SITE INCHARGE,DISPATCH OFFICER , DISPATCH SUPERVISOR, ENGINEERING STORE MANAGER,CHEMICAL PLANT RM STORE MANAGER,MASTER DATA MANAGEMENT.LOGISTICS OFFICER,**

**WORKING KNOWLEDGE: STORE MANAGEMENT,STORE RAW MATERIAL INWARD,FINISH GOODS OUTWARD,ENGINEERING STOCK COUNTING,STORE ENGINEERING MATERIAL ISSUE,STORE ALL TYPE MATERIAL ISSUE, ALL DIVISION ORDER BOOKING,SAP MATERIAL DISTRIBUTORS PLANT TO PLANT STOCK TRANSFTER BILLING,CREDIT NOTE CREATE,DEBIT NOTE CREATE, JV,GOODS INWARD,GOODS OUTWARD ,MAIL WORK,STOCKARRENGEMENT,STOCK COUNTING,GRN INWARD(GOODS ENTRY),LR UPDATION,POD UPDATION.MATERIAL RM/PM PROCEDURE, IMPORT EXPORT ORDER, TRANSPORT MANAGEMENT,TRANSPORT VEHICLE PLACE RATE MANAGING, TANKER/TRUK FOLLOWING FOR LOADING MATERIAL,INVENTORY CONTROL,**

### **STRENGTHS**

- **Good trade relations and networking.**
- **Good knowledge of Indian markets.**
- **Knowledge of SAP ERP**
- **Retail operations and store opening operations**
- **Coordination with IT & Category**
- **Handling the staff**

## **PROFESSIONAL EXPERIENCE:**

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**Designation: STORE MANAGER**

**Company : EXPEDE-TECH RESERCH & DEVLOPMENT PVT LTD (AHMEDABAD)**

**Duration : July 2022 to Till Date**

- **I Have Good Knowledge in SAP**
- **Good Knowledge Engineering Store Material & Raw Material.**
- **I Have Maintain Regular Finished Goods Stock.**
- **I Have Making Billing for Chemical Material, Packing Slip, Delivery Challan, Invoice, Eway-bill.**
- **I Have Maintain Gross Weight, Nett Weight, Tare Weight, in tanker & Drum.**
- **I have making Material repairing gate pass (RGP).**
- **I have manage Chemical Plant Goods Inward & Outward Store Material.**
- **I have Good Knowledge Dispatch For Finish Goods Material.**
- **I have Maintain All Engineering Material Purchase & Issue Material.**
- **Every Quarter Physically Stock Verified.**
- **Every Loading-Unloading Transport Vehicle Verified in Seal, sticker in Material Truck.**
- **I have Making Gate Pass In - Nitrogen gas, Hydrogen gas , Zero air gas, Argon gas..**
- **I have Making Raw material Inward entry.(Chemical)**
- **Maintains physical condition of Plant by planning and implementing new design layouts; inspecting equipment; issuing work orders for repairing and requisitions for replacement.**
- **Making Category Wise Material Store In Rack & Taging.**
- **Making a GRN Inward stock received entry in Erp.**
- **Received Inward Chemical Material Making Tanker Checked Checklist Cleaning Certificate verified.**
- **Inward Chemical Material I have Raise Sampling request sheet and send to QC.**
- **After Check QC When the sample is OK, the material is emptied from the tanker into the chemical tank.**
- **Knowledge for stock counting & division Stock maintain in Store.**
- **Responding to customer complaints and concerns in a professional manner.**
- **Ensuring store compliance with health and safety regulations.**
- **Developing and arranging promotional material and in-store displays.**
- **Undertaking store administration duties such as managing store budgets and updating financial records.**
- **Monitoring inventory levels and ordering new items.**
- **Responsible for controlling inventory stock levels and reordering as necessary Budget.**
- **I have maintained all engineering material self life.**

**Designation: STORE SUPERVISOR WITH BILLING INCHARGE**

**Company : PIDILITE INDUSTRIES LIMITED ASLALI (AHMEDABAD)**

**Duration : August 2011 to June 2022**

**Job Responsibilities:**

- **Good Knowledge of SAP system & Engineering Store.**
- **Making all division wise Billing Operate for sap software as a division in Pidilite Fevicol, cpmnt, cc, plub, rurban, sti.**
- **Division wise order Booking As per Customer Require cartoon,inch,drum,in sap software**
- **Maintains physical condition of warehouse by planning and implementing new design layouts; inspecting equipment; issuing work orders for repair and requisitions for replacement.**
- **Making All LR,POD,Updating in SAP.,**
- **Making a GRN Inward stock received entry in Sap.**
- **Maintains warehouse staff job results by coaching, counselling, and disciplining employees; planning, monitoring, and appraising job results.**
- **Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.**
- **Knowledge for stock counting &division Stock maintain in warehouse**
- **Contributes to team effort by accomplishing related results as needed.**
- **Receive the materials ordered by the purchase department (in case of Decentralised system) and supplied by the vendors in a proper maintains as per the laid down procedure.**
- **Ensure the correctness in the quality, quantity, specifications, condition of the materials received from vendors.**
- **Stock the materials received from vendors properly as to ensure easy access identification, verification, handling, maintenance etc.**
- **proper stocking of materials by using appropriate method of care and preservation**
- **Smooth issue of materials to the issue department.**
- **Accurate accounting of the materials receiver and issued.**
- **Favourable working atmosphere is maintained for the personnel working in the store.**
- **Proper safety measures are taken for the safety of the store building, materials in the store and the men working in the store.**
- **That the warehouse is always maintained up to date in all respects in a presentable condition.**
- **Periodical stock verification and ensure correctness of stock at all times.**

- **To take safety measure for the safely by store house, materials and men working in store**
- **To pass the bills of the materials received from vendor and send it to Accounts department for payment.**
- **Maintain the neat and tidiness of store house.**
- **Categories the materials categorywise and stock in the appropriate locations.**
- **Take appropriate action for care and preservation of the materials.**
- **Periodical stock verification and ensure correctness of stock at all times.**
- **Pass the bills of the materials received from vendor and send it to Accounts department for payment.**
- **Generate reports and submit to concerted authorities.**
- **Good knowledge in Import Export material.**
- **Ask for a courier and vehicle to send for repairing material.**
- **I have Making Argon Gas RGP.**
- **I have making All RGP material In warded.**

**Designation: STORES ASSISTANT**

**Company : Reliance communication Ahmedabad**

**Duration : March 2009to December 2010**

**Job Responsibilities:**

- **Provide excellent customer service at all times and work as a part of team.**
- **Ensure that each customer's needs are met, with the goal of increasing sales.**
- **Demonstrate and uphold the values and vision of the company.**
- **Enhances the customers shopping experience with in-store there.**
- **Performs effectively in difficult or challenging circumstance and achieves the assigned tasks within the allocated time.**
- **Must all times follow the agreed lines of communication as specified in the approved retail store structure.**
- **Processes all customers till transaction quickly, accurately and in a friendly manner and in accordance with store policy and procedures.**
- **Adheres to all Company Policies and Procedures as outlined in the standard operating Procedures manuals**
- **Maintain proper stock record, Inventory control, Inventory Management**
- **Preparation of stock transfer, Material issue receipt , stock take entries**
- **Knowledge for stock counting &division Stock maintain in warehouse**
- **Making a GRN Inward stock received entry in ERP.**

**Designation: WAREHOUSE SUPERVISER**

**Company : SHELL INDIA MARKETING PVT.LTD.(AHMEDABAD)**

**Duration : March 2008to February 2009**

**Job Responsibilities:**

- **Maintain proper stock record, Inventory control, Inventory Management.**
- **Ensuring the minimum stock levels.**
- **Ensure that the dispatch/inward goods are as per invoice or purchase order.**
- **Overall responsibility of the working of the store**
- **Create A purchase Order, G.R. Notes, Inward, Outward**
- **Responsibility to All Logistics works.**
- **Handling Operations of Warehouse Keeping.**

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**Designation: STORE KEEPER (warehouse)**

**Company :AMANTA HEALTHCARE LTD. (KHEDA)**

**Duration : March 2005to February 2008**

**Job Responsibilities:**

- **Keeping the Warehouse**
- **Warehousing and handling logistics.**
- **Good Knowledge in SAP ERP.**
- **Reporting to the Store Head, primarily responsible for internal Daily Store Work.**
- **Maintaining Daily Software Work, Material Rec. & Lab Tested OK Checked.**
- **Supervising, motivating and developing team reward and recognition programmed.**
- **Internal co-ordination & follow-up for timely delivery of parts, services**
- **Identify business opportunities & growth plans**
- **Responsible for transport arrangements for Visiting Officials from Head Office**
- **Maintain proper stock record, Inventory control, Inventory Management.**
- **Preparation of stock transfer, stock receipt,GIR, stock take entries**
- **Ensure that the dispatch/inward goods are as per invoice or purchase order.**
- **Maintenance of inward and outward job work register**
- **Maintaining raw material sheet, Finish material Sheet, creating quotations, sales order, receipts**
- **Check all documents for incoming, outgoing materials and maintaining it.**
- **Knowledge Of SAP system**
- **Create A purchase Order, G.R. Notes, In wording, Outward**
- **Responsible for maintaining admin works and control on stock dump.**
- **Monitoring and controlling store compliance in all areas, including customer care.**

**EDUCATION :-**

**S.S.C. (50.00%) from G.S.E.B., Ahmedabad in 2002**

**H.S.C. (53.00%) from G.H.S.E.B., Ahmedabad in 2004**

**B.A. (PSYCHOLOGY) (56.00%) from Gujarat University, Ahmedabad in 2007**

**M.A. ((PSYCHOLOGY) (50.00%) from Gujarat University, Ahmedabad in 2010**

**COMPUTER QUALIFICATION:**

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**Word,Excel, Power Point,Internet, Email, V-lookup, Pivot,&Computer basic knowledge, Good Knowledge in SAP,**

**PERSONAL DETAILS**

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**Full Name :Makwana Jayendrakumar Chimanbhai**

**E-mail : jayendram121@gmail.com**

**Contact No. : (M) 90167 99804, 7069282976**

**Date of Birth : 01-MAY-1986**

**Sex : Male**

**Native Place :Indian Citizen**

**Language Known : Gujarati, Hindi & English**

**Hobby : Reading, Listening Music. Playing cricket**

**Behavioural Characteristics:**

**Commitment to quality and results, Responsibility, Sincere in attitude, Presentation and Leadership Skills andExcellent problem solving skills**

**Salary : As per Company norms.**

**Declaration : I have by declare that all the information furnished above is true and**

**Correct to the best of my knowledge and belief.**

**Place:Ahmadabad**

**Makwana Jayendrakumar C.**

**Date :**