

Dharmik R Patel

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GIDC, ANTALIA

BILIMORA - 396325

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Date of Birth: March 05, 1997

Bachelor Of Computer Application, 05 yrs. Exp. Procurement&Store Executive.

(03 yrs. Exp. At Smit Medimed Pvt. Ltd.

02 yrs. Exp At Atul Ltd.)

Software Skills - Packages (End User):

MS Office:

MS-Word, MS-Excel, MS-PowerPoint, MS-Outlook

Dynamic System Handling, E-Way Bill Systems

ORACLE ERP, Tally, CRM Operations - Store&Procurement...

Education:

Bachelor Of Computer Applications - ____%

June 2017

V.S Patel College of Arts&Science.

Veer Narmad South Gujarat University

Surat, Gujarat.

HSC - ____%

April 2014

Vaniya Mill High School

GHSEB Board

Bilimora, Gujarat.

SSC - ____%

April 2012

Vaniya Mill High School

GSEB Board

Bilimora, Gujarat.

Strengths:

Initiative-driven and result-oriented

Team player with strong coordination skills

Good verbal and interpersonal communication

Quick learner with adaptability

Punctual and consistent in work execution

Strong attention to detail

Effective time management&multitasking

Experiences:

With **Smit Medimed Pvt. Ltd. Orthopedic implants** Manufacturer & Exporter
as **Production Office Assistant**– August 2020 to October 2023.

Work Order Creation&Control

- Generate **work orders** based on **approved requests** from production / operations.
- Verify **visual quality, quantity, urgency, and approval authority** before issuing work orders.
- Assign **work order numbers** and maintain proper sequencing.
- Clearly mention **job description, materials required, timelines, and location**.

Material&Stock Linkage

- Check **material availability** before raising the work order.
- Reserve / issue materials against the **approved work order** only.
- Ensure **FIFO/FEFO** while issuing materials linked to work orders.

Vendor / Internal Coordination

- Coordinate with **internal teams or external vendors** assigned to the work order.
- Share work order copies with **concerned departments and store record in stores**.
- Follow up on **work order progress and closure status**.

Documentation&Records

- Maintain **work order register** (manual or system-based).
- Ensure **job completion confirmation** from the requested department.
- Close work orders only after **material reconciliation and sign-off**.

Production Planning&Coordination

- Assisted in **production scheduling** by tracking work order status and daily production priorities.
- Coordinated between **production, QA, stores, and dispatch** to ensure smooth workflow.
- Monitored **job card movement** across departments to avoid production delays.

Quality&Compliance Support

- Ensured work orders complied with **ISO / quality system requirements** applicable to medical device manufacturing.
- Supported **in-process documentation** and traceability requirements for batches and components.
- Reported **non-conformances, rework, or rejection cases** to production and quality teams.

Vendor&Outsourcing Jobs

- Assisted in coordinating **outsourced machining / finishing / coating jobs** with vendors.
- Tracked **vendor job status, delivery timelines, and returns**.
- Verified vendor outputs against **work order requirements** before inward entry.

Administrative&Control Functions

- Maintained proper **filing of work orders, approvals, and related records**.
- Ensured **no unauthorized work or material movement** within production.
- Supported **internal and external audits** by providing documentation and records.

With **Atul Ltd. Colors Division** - Manufacturer & Exporter
as **Joint Executive – Laboratory Stores (Quality Control)** – October 2023 to Present.

Laboratory Stores & Inventory Control

- Managed **laboratory chemicals, reagents, standards, and consumables** for QC operations.
- Maintained accurate **stock records**, batch details, and inventory registers.
- Ensured **FIFO / FEFO** compliance for chemicals and reagents.
- Monitored **expiry dates**, controlled usage, and arranged timely replenishment.

Material Issue & Documentation

- Issued lab materials strictly against **approved indents / test requirements**.
- Maintained **material issue records**, consumption logs, and balance verification.
- Coordinated **GRN entries** and documentation for inward materials.

Vendor & Internal Coordination

- Coordinated with **purchase, QC analysts, and warehouse** for timely availability of lab items.
- Followed up with Purchase Dept. for **approved chemicals, COA, MSDS**, and timely deliveries.
- Reported shortages, deviations, or quality concerns to QC management.

Safety & Housekeeping

- Ensured **safe storage and labeling** of chemicals as per safety norms.
- Maintained **clean, organized, and audit-ready** laboratory stores.
- Supported compliance with **safety, environmental, and handling procedures**.

Desired Job Type:

Permanent

Personal Details:

Nationality – **INDIAN**.

Marital Status – **Unmarried**.

Languages Known – **English, Hindi & Gujarati**.

Hobbies - Dance, Music and passionate to know different Technologies & Industrial processes.

Last Drawn Salary:

Per Annum: ₹ **3,84,336/- CTC**.

Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge.

Dharmik R Patel

Place: Bilimora-396321.

Date: