



MRUGESHKUMAR AMRUTLAL MEHTA

MEHTA STREET, AMALSAD, TA:- GANDEVI, DIST:- NAVSARI PIN:- 396310
9601051020 | mehtamruges8@gmail.com

Personal Details

- Date of Birth : 18/02/1984
- Nationality : INDIAN
- Gender : MALE

Education

- VNSGU
B.COM
PASS CLASS

2006

Languages

- GUJARATI, HINDI, ENGLISH

Skills

- SAP S/4 HANA SD MODULE OPERATION
- ORACLE SYSTEM
- MS OFFICE (WORD, EXCEL, PPT)
- INTERNET ACCESS, E-MAIL
- GOOD COMMUNICATIONS
- SUPPLY CHAIN MANAGEMENT

Experience

- **THEIS PRECISION STEEL INDIA PVT LTD** FEBRUARY-2020 - TO TILL THE DATE
OFFICER IN DISPATCH & PACKING DEPARTMENT
 - CO-ORDINATION WITH MARKETING DEPARTMENT FOR DISPATCH ACTIVITIES
 - MATERIAL LOADING-UNLOADING
 - INVOICING, E-INVOICE, E-WAY BILL
 - DELIVERY CHALLAN
 - TO CHECKED CUSTOMERWISE PACKING
 - TRANSPORTER CO-ORDINATION
 - DAILY STOCK REPORT
 - MONTHLY STOCK VERIFICATION PHYSICAL VS ORACLE SYSTEM
 - WORKER UTILISATION
 - RETURN GOODS RECEIVING
 - DOMESTIC/EXPORT PACKING
 - PALLETISED PACKING/NON PALLETISED PACKING AS PER PARTY REQUIREMENT
 - PRODUCTWISE PACKING
- **MAFATLAL INDUSTRIES LTD (NAVSARI)** JANUARY-2011 - DECEMBER-2019
OFFICER IN DISPATCH & WAREHOUSE
 - CO-ORDINATION WITH MARKETING DEPARTMENT FOR DAILY DISPATCH ACTIVITIES
 - WAREHOUSE STOCK VERIFICATION PHYSICAL VS SAP
 - EXCISE RELATED WORK
 - WORKER UTILISATION
 - INVOICING, E-WAY BILL
 - DELIVERY CHALLAN
 - EXPORT INVOICING

- TRANSPORTER ARRANGEMENT
- RETURN MATERIAL PROCESSING
- SHIPMENT TRACKING
- TRANSPORTERS BILL PASSING
- MONTHLY DISPATCH REPORTING TO MANAGEMENT
- COUSTOMERWISE WEEKLY DISPATCH REPORT TO MANAGEMENT
- CO-ORDINATION WITH PRODUCTION, QA & INSPECTION DEPARTMENT FOR TO FULFILL CUSTOMER REQUIREMENTS

• **AMALSAD VIBHAG VIKAS KARYAKARI SAHAKARI KHEDUT MANDALI**
ASSISTANT

AUGUST-2008 - DECEMBER-2010

- I WAS WORKING IN DISPATCH DEPARTMENT
- BILLING WORKS
- TRANSPORTER ARRANGEMENT
- WORKER MANAGEMENT

• **DAMAN GANGA PAPER PVT LTD (VAPI)**
ASSISTANT

MAY-2007 - JULY-2008

- I WAS WORKING IN SALES DEPARTMENT
- WAREHOUSE MANAGEMENT
- WEEKLY STOCK VERIFICATION
- WORKER MANAGEMENT
- DISPATCH ACTIVITIES