

Pratik Patel

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Career Objective :

Seeking suitable position in a company with a challenging and competitive environment that offers me adequate scope to fully utilize my education and training in a fast paced and challenged environment.

Career History :

- Manufacturing and Warehousing

VOLTAS LIMITED (TATA GROUP) :

Aug'18 To May'19

Production Supervisor

- Working independently through contributing to team efforts in achieving company objectives by attending and providing constructive input at site meetings.
- Develop close working relationships with operations personnel to ensure that all plant down time issues are escalated correctly and remedied promptly.
- Promote friendly working relationships between individual team members and the greater shut down team
- Working with Designers and Engineers

Working on Orion & apex ,SAP

- Inward
- Outward

ROSSARI BIOTECH LTD :

June'19 To May'23

Assistant Dispatch Executive

- Create 'Sales Order' as per Vender Demand.
- Create Invoicing and planning for daily dispatches and ware house activities.
- Co-ordination with transporters and forwarding agent to minimize etimelag.
- Generation and presenting MIS report the management on daily basis.
- Working in OPJEN and APEX Portal Software.
- Working in SAP MM & SD module.
- Handling manpower.
- Dispatch Planning and mention FIFO.
- Handling Weekly Inventory and location correction.
- Planning for Export and dispatch the stock as per Export Vender Requirement (weekly).
- Prepare Export Documents as per SOP.

AVENUE SUPERMARTS LTD (DMART) :

June'23 To Present

Godown Officer

- Managing the warehouse in line with the company's standards
- Complying with the company's policies and vision
- Overseeing basic operations, such as receiving, warehousing, distribution, and maintenance of products
- Using the warehouse space to achieve peak efficiency
- Safeguards warehouse operations by complying with extensive security procedures and protocols
- Adhere to all warehousing, handling and shipping legislation laws and requirements
- Initiate, coordinate, and enforce optimal operational policies and procedures
- Maintain standards of health and safety, hygiene, and security
- Take charge of stock control and warehouse organization
- Regularly update the data storage system
- Prepare annual budget
- Liaise with clients, suppliers and transport companies
- Organize notes, assign roles, and oversee warehouse employees (for other roles, see what is a warehouse associate)
- Recruit, select, orient, coach and motivate employees
- Produce reports and statistics regularly (IN/OUT status report, dead stock report etc).
- Receive feedback and monitor the quality of services provided

Computer Skills :

- Well versed MS Excel, MS Word, MS Access, MS Power Point Efficient in Internet and Basic Computer Applications

Strengths :

- Inclined to learn and grasp things fast
- Ability to co-ordinate and convince the guest and staff Work under pressure and meet the deadlines.
- Flexibility to adapt to new environments.
- Able to work shifts.

Educational and Technical Qualification :

S.S.C

GSHSEB, Gandhinagar

H.S.C

GSHSEB, Gandhinagar

ITI (Fitter)

NCVT, Delhi

Personal Details :

Date of Birth : 25th Nov 1997
Father's Name : Shri Manish Kumar
Language's Name : Hindi, English & Gujarati
Nationality : Indian
Marital status : Married
Hobbies : Playing cricket, listening to music
Address : 169, Sudha Nagar-2, PHQ Road, Abrama, Valsad, Gujarat-396001

Declaration :

I do here by declare that the particulars mentioned at here are true to the best of my knowledge and, belief. If any disparity is found between facts and, those are mentioned at here, then my candidature should be void

Date:

Place:

Pratik Patel