

CURRICULUM VITAE

RAMESH H. MEHTA (B.COM, P.G. D.M.M.)

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Designation: - Stores Executive

Objective: - Maximum utilization of my knowledge in various aspects to gain employment with a company where my leadership, experience and knowledge can grow.

Professional- through 25 years of my professional carrier I worked with various companies in same field, Like Engineering, cosmetic and chemical. Most of focus on stores related all activities like inventory control, Raw material goods receipt/ Issue, Annual Audit, Bank Audit and ISO Audit. And also purchase the Engineering Store related general consumable goods from local market. I had run the store procedure smooth and successfully till date.

My current company detail is as under.

Company Profile: -

Company Name – Phthalo Colours and Chemicals (I) Limited

(ISO 9001-2008)Manufacturer and exporter of inorganic chemicals and pigments.

Effective effluent treatment and environmental management system. Worldwide business.

Job Profile: -

Work Experience – Working from – 8th Oct 2012 to sill continue.

Designation – Stores Executive Current CTC – 4,85,000 per annum

Expected Salary – Negotiable

Roles and Responsibilities: -

- ❖ Receipt and Issue of Packaging materials and general consumables. Material Procurement & Inventory management. Physical stock checking and reporting. Focus on minimum stock level.
- ❖ Co-ordinate with Production and maintance Dept. maintaining FIFO system. Preparation of GRN and Purchase Order. Responsible for stock Audit and monthly MIS Report. Focus on Non/Slow moving items. Local purchase of Engineering Items.
- ❖ Maintaining all records in Tally ERP System.

Academic details: -

Qualification	Institution	Result
HSC	Gujarat Higher Secondary Board Gandhinagar	Pass
B.Com.	S.G.U, Surat	Pass
Post graduate Diploma in Materials Management	Bhartiya Vidhya Bhavan Bharuch.	pass

Technical: -

Course Name	Institution	Percentage (%)
Turner	Industrial Training Institute Bilimora	76 %
Apprenticeship in Turner	Tata Metals And Strips Ltd. Navsari	71 %

Field of interest: -

- ❖ Inventory Control. Purchase of Engineering Goods.
- ❖ Developments of new vendors for fulfill the requirements of plant time to time easily.
- ❖ Learning intelligent software like SAP /R3, SAP BUSINESS ONE, TALLY ERP.

Software exposure: -

Software:-	SAP Business One, Tally ERP 9,
General software:-	MS office, Internet.

Personal details: -

Nationality:-	Indian			
Date of birth:-	17/2/1971			
Gender:-	Male			
Mother tongue:-	Gujarati			
Marital Status:-	Married			
Language Proficiency:-	Language	Read	Write	Speak
	Gujarati	✓	✓	✓
	Hindi	✓	✓	✓
	Marathi	✓	✓	✓
	English	✓	✓	Slow

Permanent address: -

At-Post: - Valoti-396380
Via-Bilimora Gandevi Road,

Near bharwadia Bridge, Dist.-Navsari Tal- Gandevi,Gujarat.

Declaration: -

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

Date: -

Place: - VALOTI

(Bilimora)

Thanks,

Ramesh H. Mehta