

## **CONTACT INFORMATION:**

JENISH M. PATEL

## **CONTACT NO.:**

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## **PERMENENT ADDRESS:**

A-201, Shree Krishna Complex, Jahangirpura Main Road,  
Dist.: -Surat,  
Gujarat-395005,  
India.

## **PERSONAL DETAILS:**

### **DATE OF BIRTH:**

13rd. Aug. 1992

### **SEX:**

Male

### **NATIONALITY:**

Indian

## **SYNOPSIS: -**

- Bachelor of Engineering in Electrical Engineering from Mahatma Gandhi Institute of Technical Education & Research Center.
- Endowed with a passion of winning as evinced through demonstrated excellence in studies, academic projects & extracurricular activities.
- Fair understanding of Progress Monitoring and Progress Reporting.
- A keen learner with ability to work under pressure and meet deadlines as well as possessing communication and inter-personal skills.

## **ACEDMIC CREDENTIAL: -**

- B.E in Electrical Engineering from Mahatma Gandhi Institute of Technical Education & Research Center. Navsari in 2014
- 12<sup>th</sup> (H.S.C) from D.R.Rana Vidhyasankul. Surat in 2010
- 10<sup>th</sup> (S.S.C) from Shree Swaminarayan Vidhyalaya.Surat in 2008

## **IT FORTE: -**

- **Operating System:** - Windows OS (98/XP/7/8/8.1)
- **Other Skills:** Microsoft Office (MS Word, PowerPoint, Excel, Access, Photo Editors) MATLAB, PSIM & PROTIUS, SAP System (MM Module).

## **INDUSTRIAL TRANNING: -**

- 1 Month Training At “**Kamrej Sugar Factory**”, Surat.
- Exploring Features of Motor Rewinding, Different Types of Circuit Breakers, Diesel Generator Power System, Automatic voltage Regulation System.

## **ACADAMIC PROJECT: -**

- “**Sine wave Inverter with Power Supply & Control System.**”

I worked on the project “SINE WAVE INVERTER” in which our aim to made an economical inverter with various protections with AVR circuit for variation of voltage, battery charging circuit, battery over charging cut off by proper Relays.

## PROFESSIONAL EXPERIENCE: - (6+ Year)

### MARITAL STATUS:

Married

### LANGUAGES KNOWN:

- Gujarati
- Hindi
- English

### HOBBIES:

- Traveling
- Reading Story
- Playing Cricket
- Music

❖ **I am working as an Executive-Materials at "Reliance Industries Limited" under "M/s Parikh Agency" From 16.03.2020 to till date. (Working SAP environment.)**

#### ✓ Receipt Section: -

- **MRR Control:** - MRR preparation, Material unloading, Endorsement on LR /Challan and Physical verification.
- **IR (Inspection Report) Preparation:** - IR preparation and Co-ordination with respective Dept. Follow up with vendor if any discrepancy in the invoice / documents for pending GRN.

➤ **GRN preparation:** - After QC/Inspection GRN is prepared in SAP-MM.

➤ **Cycle time reduction from MRR to GRN:** - Regular MIS (Management Information System) report to be generated and follow with purchase for amendments & user for inspection.

➤ **UOSD preparation:** - UOSD (Unsatisfactory, shortage, Over & Damage) report preparation and sent intimation to vendor & Buyer. Follow-up with vendor and site for closure of MDR (Material Discrepancy report).

➤ **Rejection Dispatch:** - Intimation to vendor for rejection, OGP request and Clearance from GST dept., OGP preparation and sent rejected material to vendor.

#### ✓ Issue section and custody: -

➤ Monitoring MIN (Material issue Note) / MRN (Material Return Note) &

➤ P2P (Plant to plant) process of the material.

➤ Code merging & Transfer.

#### ✓ Dispatched Section: -

➤ Timely clearing of the entire Sparability requests generated.

➤ Process to transfer the material from one plant to another Plant. (Stock Transfer Process)

➤ ICS Document Preparation for internal transfer.

➤ Maintaining records of MICS (Materials transfer from plant to plant) & GST Clearance.

➤ Preparing OGPR/OGP (Out Gate Pass).

➤ Preparing Sale order, Tax Invoice Document.

➤ E-way Bill Generation.

#### ✓ Inventory Section: -

➤ Responsible for procurement of materials & services as per Technical Requirement. (Generates the PRs/Po as per requirement)

➤ Material Planning as per Requirements.

➤ Follow up with Plant Users/Vendors/Buyers.

➤ Inventory Management.

➤ Material Reconciliation.

❖ **I was worked as an Executive-Distribution (Materials) at "Torrent Power Limited" From 12.08.2019 to 15.03.2020. (Working SAP environment.)**

- Generate purchase orders & material follow-up with vendors.
- Timely clearing of the entire purchase requests generated.
- Coordinating with Plant Materials Team.
- Vendor Develop as per materials requirement.
- Follow up with vendors.
- Inventory Management.
- Material Planning as per Requirements.
- Material Reconciliation.
- Spares Verification.
- Generates Plant Maintenance order.
- Generates the Sale order.
- Process to transfer the material from one plant to another Plant.
- Reception of Materials (GRN).
- Issue of the materials (MIN, MRN, BTN, MRS).
- Generates the MIS Report Daily

❖ **I was worked as a Store Executive in Engineering Stores at "Reliance Industries Limited" (RIL-HMD) under "M/s Parikh Agency" From 14.08.2017 to 11.08.2019. (Working SAP environment.)**

- Responsible for procurement of materials & services as per technical Requirement. (Generates the PRs/Po as per requirement)
- Generate purchase orders & material follow-up with vendors.
- Timely clearing of the entire purchase requests generated.
- Coordinating with Plant Materials Team.
- Vendor Develop as per materials requirement.
- Inventory Management.
- Material Reconciliation.
- Spares Verification.
- Generates Plant Maintenance order.
- Generates the Sale order.
- Process to transfer the material from one plant to another plant.
- Generates the MIS Report Daily

❖ **I was worked as a Material Assistant in Project stores at "Reliance Industries Limited" (RIL-HMD) under "M/s Patel Contractor" from 01.04.2015 to 13.08.2017. (Working SAP environment.)**

- Reception of Materials.
- Spares Verification
- Vendor Reconciliation (COC).
- Issue of the materials.
- Generates the MIS Report Daily.
- Physical Verification.
- Stock Verification.
- Inventory Management.
- Dispatch of material as per vendor requirement.

- Material Reconciliation.

### **PROFESSIONAL STRENGTH: -**

- Decision Making Skill
- Ability to learn and motivate others
- Positive Attitude
- Self Confidence, Hard & Smart Working
- Manpower Management
- Work & Time Management
- End to End Communications

### **DECLARATION: -**

**I hereby declare that all above the mention information is true & best of my knowledge.**

**Place: Surat**

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our sincerely  
Jenish M. Patel

