

## Resume

### **Dave Hemang Atulbhai**

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### **OBJECTIVE:**

To acquire satisfaction by delivering better than your expectations, and to have career advancement by utilizing my skills for the progress the firm I am employed with.

### **EDUCATION:**

<b>Year of passing</b>	<b>Qualification</b>	<b>school/University</b>	<b>Special subjects</b>	<b>Percentage/Grade/CGPA</b>
2013	MBA	GTU	Marketing with International business	7.71 SPI
2011	BBA	KSV University	Finance & Account & Marketing	64.37%
2008	H.S.C	GSHSEB	Commerce	62.43%
2006	S.S.C	GSEB	General	70.43%

### **ACADEMIC PROJECT:**

#### **B.B.A. Project**

- A Study on Comparison of MALL & RETAIL Sector ( T.Y. BBA Report )

#### **M.B.A. Projects**

- Customer satisfaction towards various services provided by AIRTEL ( Sem – 1 )
- Marketing report on PARLE-G ( Sem – 2 )
- Report on costing of CAMBAY GRAND ( sem – 2 )

## **Summer Internship Training @ MBA Programme**

- ✓ Summer internship training at kalpataru Power Transmission Ltd. On Recruitment Practices.

### **PERSONAL DETAILS:**

Name : Hemang A. Dave  
Date of Birth : 10-Aug-1991  
Nationality : Indian  
Marital status : Married  
Languages Known : English, Hindi, and Gujarati  
Hobby : Playing Cricket, Travelling

### **Working Experience**

**Company Name:** FURNCOMS INDIA PVT. LTD

**Job Description:** At where I was working as **SALES EXECUTIVE** in which I was dealing with dealers as well as the distributors for the sales of Furniture product

**Job Duration :** 19 Month

**Company Name:** FRIENDS TRIENSLINES PVT. LTD

**Job Description:** At where I was working as **ADMIN &ACCOUNTEXECUTIVE** in Which I Am Handling Entire LR Registration and Bill Preparation As well as monthly meeting with Existing Clients and New client Generation

**Job Duration :** 6 Month

**Company Name:** JUBILANT LOGISTICS LTD

**Job Description:** At where I was working as **WAREHOUSE EXECUTIVE** in Which I Am Handling Good Inward and out Ward, Maintaining Stocks, Accounting, GRN And Warehouse Management System.

**Job Duration :** 10<sup>th</sup> JULY 2015 TO JUNE 2018

### **Key Responsibility Area:**

- ❖ Proper storage of materials and ensuring minimum losses.
- ❖ Stock controlling in the warehouse and assist in Stock Auditing.
- ❖ Ensuring safe custody of the Company assets in the warehouse.
- ❖ Effective and efficient utilization of the resources like men and vehicles and at the Same time look for opportunities on how to enhance the efficiencies and efficacies of The various resources.
- ❖ Train, guide and motivate the team in the warehouse.
- ❖ Oversee deliveries and pickups to insure quality and quantity of products.

- ❖ Recommend purchases to supervisor.
- ❖ Record deliveries and pickups.
- ❖ Maintain inventory records and tracking system.
- ❖ Determine appropriate places for storage.
- ❖ Monitor activities in warehouse to ensure proper recording of incoming & outgoing Materials.
- ❖ MIS reporting through SAP
- ❖ When required making inter locations transfer of goods within the respective regions.
- ❖ GRN & Issue slips send to be purchase department.
- ❖ Physical verification of warehouse stock on weekly basis.
- ❖ Answer the all queries related to products availabilities or shortages to the respective.
- ❖ Sending requisition to Head office for any accessories required for W/House.
- ❖ Coordination & communication with Dealers & division regarding dispatches.
- ❖ Maintaining the transportation for smooth and timely delivery of goods to the sales.

**Company Name:** VIP Industries LTD. (On Voucher Cash & Carry Basis)

**Job Description:** At where I am working as **WAREHOUSE ASSISTANCE** in Which I Am Handling Good Inward and out Ward, Maintaining Stocks, Accounting, GRN And Warehouse Management System.

**Job Duration :** Since 9<sup>th</sup> July 2018 TO 29<sup>th</sup> Feb 2020

**Key Responsibility Area:**

- ❖ Planning for unloading and dispatch
- ❖ Handling all commercial billing tread / trend partners
- ❖ Handling Inventory and Material Movement as per norms.
- ❖ Taking inward Material in to SAP by MIGO
- ❖ Processing of Sales Orders.
- ❖ Maintaining inward & outward register, stock books, and stock records.
- ❖ Ensure Proper Material Management
- ❖ Working on SAP.
- ❖ Generating Tax invoice of MT GT INST AND CSD CHANNAL,
- ❖ Phy. stock check and match with System.
- ❖ Making credit note
- ❖ Handling 70 person manpower team
- ❖ Manpower Management ( 70 Person Team, 50000 Sqfit)
- ❖ MIS reporting to BCH, Sales and HO.
- ❖ Arranging for Transportation for material dispatch
- ❖ Take appointment with Vendor management
- ❖ Filing POD and inward and outward document
- ❖ Handing more than 4500 material sku.
- ❖ Preparation for Audit and report to the branch.
- ❖ Co-ordinate with transporter and Supply chain to gate freight cost for STN.
- ❖ Develop vendor for secondary sale.

- ❖ Checking all channel credit limit and inform to the sales team.
- ❖ Operations of Warehouse & Material handling equipment
- ❖ Supervising and ensuring right quantity of right stock dispatch to right place in right time
- ❖ Settlement of claims for damaged Goods
- ❖ Generate E Way Bill.
- ❖ Transportation Management Negotiation with transporters, fixation of freight cost for different zones all across the country with transporters, availability of vehicle and commercial statutory compliance.
- ❖ Inventory control and reconciliation of Finished Goods.
- ❖ Executing effective supplier development, performance monitoring and supplier support activities for cost reduction and quality enhancement.
- ❖ Accountable to ensuring on time delivery of finished goods to the customer.
- ❖ Creating system for smooth flow of materials.
- ❖ Maintenance of overall Warehouse
- ❖ Working On WMS System

⇒ **Status Reporting**

- Generating various MIS reports.
- Coordination with the HO Logistics team and Sales Team.
- Managing Monthly / weakly Stock Audit.
- Consolidation and analysis of various reports like BBND report, DSR report, VDR report, POD report, Various Utility reports,

**Company Name:** SAFARI Industries India Ltd.

**Job Description:** At where I am working as **WAREHOUSE EXECUTIVE** in Which I am handling entire warehouse activity as warehouse in charge looking GRN, GIN, Maintaining Stocks, Accounting, GRN and Warehouse Management System

**Job Duration :** Since 2<sup>nd</sup> Mar 2020

**Key Responsibility Area:**

- ❖ Dispatch material check as per invoice.
- ❖ Maintenance of overall Warehouse
- ❖ Planning for unloading and dispatch
- ❖ Handling all commercial billing tread / trend partners
- ❖ Handling Inventory and Material Movement as per norms.
- ❖ Taking inward Material in to SAP by MIGO
- ❖ Processing of Sales Orders.
- ❖ Maintaining inward & outward register, stock books, and stock records.
- ❖ Ensure Proper Material Management

- ❖ Working on SAP.
- ❖ Generating Tax invoice of MT GT INST AND CSD CHANNAL,
- ❖ Phy. Stock check and match with System.
- ❖ Making credit note
- ❖ Handling 10 person manpower team
- ❖ Manpower Management ( 10 Person Team, 10,000 Sqfit)
- ❖ MIS reporting to BCH, Sales and HO.
- ❖ Arranging for Transportation for material dispatch
- ❖ Take appointment with Vendor management
- ❖ Filing POD and inward and outward document
- ❖ Handling more than 2500 material sku.
- ❖ Preparation for Audit and report to the branch.
- ❖ Co-ordinate with transporter and Supply chain to gate freight cost for STN.
- ❖ Operations of Warehouse & Material handling equipment
- ❖ Supervising and ensuring right quantity of right stock dispatch to right place in right time
- ❖ Settlement of claims for damaged Goods
- ❖ Generate E Way Bill.
- ❖ Transportation Management Negotiation with transporters, fixation of freight cost for different zones all across the country with transporters, availability of vehicle and commercial statutory compliance.
- ❖ Inventory control and reconciliation of Finished Goods.
- ❖ Executing effective supplier development, performance monitoring and supplier support activities for cost reduction and quality enhancement.
- ❖ Accountable to ensuring on time delivery of finished goods to the customer.
- ❖ Creating system for smooth flow of materials.
- ❖ Maintenance of overall Warehouse

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- Managing Monthly / weakly Stock Audit.
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**DECLARATION:**

**I hereby declare that above information is correct to the best of my knowledge and belief.**

Date:

Place:

( Hemang Dave)