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CAREER OBJECTIVE & RESUME SUMMERY.

Seeking a challenging position to utilize my skills and ability which offer a Suitable role in Logistics, Store & Warehouse Dept. For professional growth while being Resourceful, Innovative and Flexible for the working organization.

❖ **EDUCATIONAL QUALIFICATION.**

- ❖ I have B.Com. In 1999.
- ❖ I have passed the H.S.C Exam in March 1994 with Commerce Stream.
- ❖ I have passed the Diploma in Computer Application (D.C.A) From ET & T Corporation Ltd. (A Govt. Of India Enterprise) With **"A" Grade**.
- ❖ Diploma in Import & Export in 2011-2012 from Chamber of Commerce, Surat.

❖ **WORK EXPERIENCE.**

- ❖ I Was Working With **M/s.Ramdev Chemical Industries** As An **"Logistics Sr. Executive"** From 01/06/2021 To Till Date.
- ❖ I was working with **M/s.Sulphur Crop Care Pvt. Ltd.** As an **"Excise / Store – Sr.Executive"** From 1st August'2017 To 31st Dec'2020.
- ❖ I was working with **M/s.Gujarat Agrochem Limited.** (Leading *** Star Export Manufacturer of Insecticides & Pesticide Chemicals Company.) As an **"Excise / Store – Sr.Executive"** from 1st April'2013 to 31st July 2017.
- ❖ I was working with **M/s. Heranba Industries Limited.** As an **"Excise / Store – Officer"** from 1st Nov'2007 to 31st March 2013.
- ❖ I was working with **M/s. Shakti Insulated Wires Pvt. Ltd.** as an **"Packing & Dispatch In Charge"** from 01st Oct' 2003 to 31st Oct'2007.
- ❖ I Was Working With **M/s. Gold Star Chemicals Pvt. Ltd.** Mfg. of Organic & Inorganic Chemicals as an **"Excise/Store's/Purchase & Personal Executive"** From 1st April' 1998 to 30th Sept' 2003.

Nature Of Work & Responsibilities As Mentioned Below :-

❖ Logistics Department Responsibility.

- Export-Import Documentation, In-Bound / Out Bound Logistics.
- Check Out The Sales Order As Per Purchase Order.
- Planning And Execution Of Export Consignment As Per Vessels Schedule.
- Daily Routine Correspondence With Foreign Buyer In Out Look, E-Mail & CHA, Forwarder, Shipping Line For Container Status On Line Routine Work.
- Preparation Of Commercial Documents As Per L/C, DA And CAD Terms Including Legalization of Exports Documents From The Chamber Of Commerce & Consulate Of Different Gulf Country's.
- Arranging Preferentially Certificate Of Origin From The Export Inspections Agency Like GSP, Safta, Sapta Form Etc. to Prepare CoO On Line.
- Confirmed By Buyer PSS Prepared Performa Invoice.
- Verification Of Container Details, Shipping Line Seal, Driver Licence, L.R.,
- Sent It Container Details To Packing Dept. For Loading A Container Cargo.
- Preparation Of Pre - Shipment Export Documentation.
- Sent It All Pre- shipment Documents To CHA.
- To Take A Marine Line Insurance On Line And Save As A Draft.
- Check The Check List And Confirmed It.
- Sent It Correct Check List With SB Submission No.To CHA.
- Check Out BL With All Details As Per Export Invoice.
- After Approval of Bill Of Lading.
- Vessel, Voyage, SB No. & Dt. BL Data Field It In Our SAP System.
- To Take A Final Marine Line Insurance And Download The Original & Copy.
- To Prepare CoO On Line.
- Approval Of BL For Logistics & Shipping Management.
- Preparations Of VGM As Per Company System.
- Data Submission Of IFRD Seal Details On Line.
- Preparation Of Post - Shipment Export Documentation.
- Submitted Post Shipment Document In Our Bank.
- Approval Of Invoice Of CHA, Forwarder, Transporter.
- Co-ordinations With the Shipping Line For Approval Of Hazardous Consignment And Arrange D. O. Of the Container And Filling Of Shipping Instructions.
- Daily Routine On Line Correspondence With Foreign Buyer In Out Look, E-Mail & CHA, Forwarder, Shipping Line For Container Status Routine Work.
- Follow Up With The CHA For Timely Customs Clearance Of Both Import & Export Consignment and Ensure To Avoid Demarageies and Detentions Charges Of Shipping Line.
- Verifications and Approval of the Invoices of CHA, Shipping Line,Transporters As Per Contracts.
- Loading Arrangement of Daily Dispatch As per Planning of Marketing Dept.
- Transportation Management and Negotiations Of Ocean Freight Charges.
- Co-ordinations With The Marketing, Q.A. Dept. For Dispatched Shedual of Export-Import and DTA Supply.

❖ **Store Department Responsibility :-**

- Inbound RM/PM & Outbound FG Materials Formalities as Per FIFO & LIFO System.
- Preparing GRN in Migo & Forwarding Purchase & Acct. Dept. for Passing Bill.
- **Prepare of Formulation G.R.N .**
- Following The A. B. C. System In Store Dept.
- Materials Requirements Planning As Per Production Dept.
- Issue Slip for Raw Material to Production.
- Requisition Slip For Material Requirements.
- Receipt Finished Goods Transfer Note For BSR Stock From Prod. Dept.
- Day to Day & Monthly Physical Verification of Stock and Proper Record Keeping with Inward / Outward Documents of all Items in stores.(i.e. All Prohibition Register etc.)
- Maintaining Record Of RGP & NRGp.
- Vendor Development.
- Vendor Evaluation through Weighted Method.

❖ **Job Work Responsibility :-**

- Issuing Job Work Challan & Maintaining Of Job Work Records.
- Annexure IV for Raw Material / Semi finished goods sent to Job Worker.
- Annexure V for Raw Material / Semi finished goods received for Job Worker.
- Annexure VI under rule 57 C subsidiary Challan for sending goods in piecemeal.
- Annexure II Challan for removal of Raw Material under 4(5) (a).

❖ **Personal Department :-**

- Preparation of Pay Roll of The Employees of The Organization.
- Evaluation of the Provident Funds, E.S.I.C., Bonus, Salary & Professional Tax of the each & Every Employee of the Organization.
- Maintaining the Leave Register & Attendance of the Employee.
- All Over Liasing Work Of Govt. Dept.

❖ **Other Responsibility.**

- Maintain Purchase & Sales Register and Timely Followup As Per Payment Terms.
- Creditors And Debtors Ledger Handling And Recancellation With Bank Statement.
- All Day To Day Routine activities related to bank affairs.
- Maintaining the record of Manifest For Waste Sludge Disposal to BEIL & ETL Preparation of the forms According to Requirement.

❖ **Reports & Management Criteria :-**

- Interact & Work in close Co-ordinations with process and corporate Operations Group For Sharing information & interpretation of data & Observation related to new & correct operations.
- Active control operational objectives by identifying and resolving problems,

- Completing Audits And Determining Systems Improvements.
- Observed by day to day working & interaction among team & internal customer's.
- Be a representative to lead all activities related to HR with in organizing.
- Generate & Circulate Monthly **M I S Reporting to Unit Head, H.O. and All Plant H.O.D.**
- Preparing & Submission of Daily Raw Material Consumption & Production & Monthly, Quarterly & Annually Sales Closing Stock Report.
- Preparing Of ISO Internal Audit Report.

❖ **KNOWLEDGE OF COMPUTER. :-**

- Out Look, Internet, Word, Excel, Power Point.
- Working in **V Loop And SAP system in SD / MM / WH Module.**
- E-mail I.D. dharmesh.parekh76@gmail.com.

❖ **PERSONAL DETAILS. :-**

- Date of Birth : 04/11/1976.
- Marital Status : Un Married.
- Gender : Male.
- Nationality. : Indian.
- Language Know. : English, Gujarati & Hindi.
- Hobbies. : Reading, Writing, Traveling & Listening Music.
- Strength. : Hard Working, Sincearly, Honestly Decision Making, Positive Attitude & Adaptabl Dedication Analytical Skills.
- Notice Period. : **Immediately Joining.**

I am Confident to explore new thing and Looking Forward to make a Good Career in my knowledge base area.

So Please Give Me an Opportunity In Your Esteemed Organization To Show My Best Efforts and Eligibility As Per My Experience To Full Fill Your Requirement.

Parekh Dharmeshkumar M.

(Parekh D. M.)

