

# CURRICULUMVITAE

**Amit P Patel**

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## • Objective

To seek a challenging career in professional and dynamic growth oriented organization, which appreciate hard work and would provide me an opportunity to apply my administrative skills, which I have acquired throughout my noteworthy career.

## • Strength

- |                               |                                    |                                      |
|-------------------------------|------------------------------------|--------------------------------------|
| * Operation Management        | * Cost Reduction                   | * Sales Coordination Order Execution |
| * Strategic Logistics         | * Fleet Management                 | * Task Prioritization                |
| * Risk Assessment and Safety  | * Training and Development         | * Leadership and Team Building       |
| * Transportation Coordination | * Inventory Control and Inspection | * Deadline Management                |
| * Manpower Handling           | * MR Complain Handling             | * Client Relationship                |

## • Employment History

### **Company Profile : Zydus Pharmaceuticals Limited**

**Since: Dec-2025 to till date**

**Position: Sr.Executive Warehouse**

#### **Responsibilities:**

- Handling the inventory for international export and responsible for Execute using SAP Exports orders and send the materials to different counties in all over world.
- Preparing of Export Documentation, Like GST Invoice Export of the Goods , Packing List, Packing cum Invoice, Bank Waiver, Shippers letter of instruction (SLI), LUT, Scomet Letter, Internal Correspondence, Shipper's Certification for Non - HAZARDOUS Cargo, Marin Insurance Certification, and as Require by CHA Team.
- Co-Ordination with CHA Clearing Agent and clearance of Export Goods consignment.
- Monthly MIS provide detail to IOD team
- Daily correspondence with various depots, for products availability & other issues.
- Solving various Complain regarding to receiving product from Third parties, LLM Plants, orders and Inventory Control, etc. ➤ Handling Tender Invoicing, Dispatching and coordination
- Logistics Planning Arrange Transportation and communication with up to delivery
- Overall All FG warehouse Inward Dispatch planning Order Execution Palletazation and Export of Goods, Logistics Management Container Planning...

### **Company Profile: Torrent Pharmaceuticals Limited**

**Since: Mar-2023 to Aug-2025**

**Position: Executive-Supply Chain Management**

#### **Current Responsibilities:**

- Inventory Management like make a stock transfer order, Delivery / Invoice, Make a STO against the products, which are, received from various LLM plants. ➤ Material Inward & Outward Procedure till last mile delivery of Goods
- Shipment planning, logistics, material handling, packing material, finished goods in warehouse activities for commercial or for promotional materials.  
Handling & verification of incoming and outgoing shipments and disposition of materials

- Monthly basis handles all 30+ divisions wise routine cycle Scat for planning and dispatch plan for promotional items either gifts or literatures.
- Maintain all transport details and relationship skill for smooth functioning with all transporters.
- Handling of Urgent Dispatch, HVG, Conference, SPM, Camp, meetings etc.
- Handling of Discard / Disposal activities
- Handling of MR Complain, Transport Coordination Freight bill Verification and approve for payment process.

**Company Profile: Adani Wilmar Limited.**

**Since: Sept-2022 to Mar-2023**

**Position: Executive – Commercial (CUSTOR Plant)**

- All commercial grade castor oil Dispatch Castor meal Dispatch high protein N8 powder Dispatch.
- Export Document Preparation SAP invoicing, Tax Invoice E way bill Gate Pass etc.
- Handling of Dispatch Team supervision, Manpower shift wise Reporting, Plant Driver handling shift Schedule accordingly work distribution.
- Weigh bridge calibration, daily monitoring vehicle movement in the plant
- HP DOC area Safety point verified and closed, Hazard Reporting to Safety Dept.
- HP Section manpower handling work distribution documentation activities logistics
- Transportation management coordination with H.O
- Handling of Dispatch Team and All SAP transaction under my supervision.

**Company Profile: Puniska Healthcare Pvt. Ltd.**

**Since: May-2021 to Sept-2022**

**Position: Executive – FG Store (Finished Goods & Trading Goods W/H)**

- Responsible of all Finish Goods Area (Comm. & Exhibit) Receipt Storage & Dispatch Process as per CGMP and Trading Goods Warehouse Receipt (GRN) & Handling of Distribution.
- Daily Inward as per Transfer Slip Commercial & Exhibit Batches from Packing Dept. Check & Verify & Entry in Finished Goods Inward Register and Finished Product stock Card.
- Handling of Recall / Return / Expired Finished Goods Destruction Procedure Approval from QA and Destroyed at our end.
- Handling of Narcotics Drugs products area under lock and Key maintained Product wise in / out Stock register. During Dispatch Issues form no. 6 of Narcotic Product along with Dispatch Document
- Managed Dispatch Planning Export or Domestic Dispatch. Coordination with Head Office sales Team, Logistic Team or PPMC QA and Production
- Daily Monitoring and Record of Cleaning of Finished Goods & Trading Goods Warehouse.
- Maintained Daily Equipment Cleaning Record like Wrapping machine, stripping machine, hand Trolley stacker Fork Lift and Used equipment of palletization activities.
- Handling of SAP Transaction Like MIGO, Plant to Plant Transfer posting, VA01 PO wise order Instruction sheet, VL01N invoicing, VF01, VF02, VF03, MB52, MB51, Gate pass. ERP ST OT, etc.
- Preparation of all log book entry in Timely.
- Handling for FG Area Man power & Dispatch manpower Team.

**Company Profile: Dishman Carbogen Amcis Limited.**

**Since: Aug-2018 to May-2021**

**Position: Executive – Stores (Unit 10, 10A, 10B)**

- Supervision of daily activities of the FG receipt, storage, dispatch planning, palletization and labelling of export Consignment.
- Manage day to day received finished goods from packing department. Check and verify Goods.
- Transfer Finished goods in FG warehouse staging in Rack and maintain location in system and Manuel as required.
- We are Daily Maintain Temperature & RH % Record in Finished goods Stores & Dispatch Area,
- Handling of Expired Finished goods. Destruction Approval from QA and destroyed at our end.
- Dispatch planning all pallets inside data logger if by air one pallet 2 data logger instead.
- After completion of palletization verify all batches and affix pallet label and GTIN label on pallet.
- Before dispatch of finished goods prepared Pre-Dispatch checklist fill-up with QA Person and affix Release label on each pallet.
- Handling for FG Area Man power& Dispatch manpower Team.

**Company Profile: Amneal Pharmaceuticals Pvt. Ltd.**

**Since: Aug-2016 to Aug-2018**

**Position: EXECUTIVE – F.G STORE & DISPATCH**

- Handling of FG warehouse for USFDA, WHO- GMP&cGMP OSD Formulation Plant.
- Responsible of all FG (Comm. & Exhibit) Receipt Storage & Dispatch Process as per GMP.
- Daily Inward as per Transfer Slip Commercial & Exhibit Batches from Packing Dept.
- Daily Maintain Temperature& RH % Record in FG Stores & Dispatch Area
- Handling of Dispatch Planning (like by SEA, By AIR) also we are Generated Packing List as per Discussion with PPMC & Logistic Department.
- All Document Ready before Dispatch of Goods like Pallet Identification Label, Data Logger inside Label GTN Label, Packing List Partial case Details Label.
- BY Air All Pallet Inside Data Logger& BY SEA 3 Pallet Data Logger in 1 Container.
- Responsible to maintain FG (Commercial & Exhibit) Physical stock as per stock card & ERP.
- Preparation of data logger Log Book Entry with Temperature & RH Log Book Entry.
- Responsible after loading container Generated to GATE PASS & release to Container.
- Handling for FG Area& Dispatch manpower.

**Company Profile: Unison Pharmaceuticals Pvt. Ltd.**

**Since: Oct-2010 to Aug-2016**

**Position: OFFICER DESPATCH – (Warehouse)**

- We are working in warehouse of Pharma WHO - GMP&cGMP Formulation Plant.
- We are mentation Daily temp. & cleaning Record for F.G stores.
- We are store in Finish Goods materials as per temperature standard. Tab. cap. pow. Ointment. etc.
- Handling of Daily inward Saleable & physician sample Products from Packing Dept.
- Handling of Daily outward Sale product tor CFA Aslali. As per sales Orders
- Monthly Physician sample Distribution as per H.O Order
- After sale & sample Supply Stock Checking Report send to HOD.
- Extra Responsibility of Leave behind &all type small Products Card Gift Article stock reporting.
- Supply leave behind & small product card Form Our H.O order Distribution.
- Received P2P & LML Products Checking and Verify and Dispatched
- Sale & Sample Order Entry for our PHARMASUITE Program& created Invoice send to Head office
- Handling of Dispatch Area manpower work Distribution.

• **Educational Qualification**

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• **Academic**

Master of Arts, (M.A) at – Hemchandracharya North Gujarat University Patan. 2009  
Bachelor of Arts, (B.A) at The Nagarik sahkari Bank Ltd. College Chanasma. (HNGU) 2007  
Computer Operator cum Programming Assistant (COPA) – N.C.V.T Chanasma I.T.I 2006

• **Additional Skills**

Proficient in SAP-FI/MM/PP Module , ERP 9.0 JD Edwards & Pharmsute Program, MS Office Applications, Excel, Word, Power Point & good practices in typing & official E-mail using.

**Reference:**

(1) Mr. Suketu Vamja - Asst Manager Dishman Pharma Ltd. - 9925985862

(2) Mr. Harshad Patel – Asst Manager, Torrent Pharma Ltd. - 9824149805

• **Personal Details**

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**Full Name** : Amit P Patel

**Born** : 29<sup>th</sup> October, 1985

**Marital Status** : Married

**Languages Known** : English, Hindi, and Gujarati