

# DURGESH PARMAR

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## OBJECTIVE:

*To seek an engagement with a fast-growing organization with a challenging work environment to carve in niche for self with the help of ability, knowledge, dedication and desire for growth and positive attitude to lead self and my organization to a socioeconomically success.*

## PROFILE:

*. Ensure proper receipt, inspection and documentation of raw materials.*

*Maintain accurate stock records and update ERP systems regularly.*

*Implement FIFO/LIFO and batch traceability for critical materials.*

*Monitor minimum and maximum stock levels to avoid stock out or overstocking.*

*Ensure safe and proper storage of hazardous materials.*

*Coordinate with purchase and production team to ensure timely availability of materials.*

*Support production planning through accurate material status reporting.*

*5S Implementation & ISO Audit Compliance.*

*MIS REPORT,GRN, SRM REPORT,ISSUE SLIP*

1. Company : **ATMOS POWER PVT LTD**

Duration : **December 2022 on ward**

Designation : **Assistant Manager**

Department : **Store**

**Atmos Power is a leading gas manufacturing company based in Ahmadabad. They offer wide range of products like Bio gas plant, nitrogen & psa oxygen plant. Manufacturer of Bio gas Purification Plant, Air Dryers & PSA Nitrogen Gas Plants**

**Role and Responsibility:**

**Making GRN & SRM daily basis, Maintain inward register daily basis. Receiving, storing, and managing inventory of raw materials, components and finished good, ensuring accurate record- keeping, timely issuance to production lines and maintaining proper stock levels to support smooth manufacturing operations, all while adhering to quality control standards and safety procedures.**

## **RECEIVING :**

**1.Receives all incoming shipments; verifies and inspects for conformity to appropriate purchase orders. Notifies and/or delivers received items to addressee**

**2.Receives, classifies, and credits returned or reclaimed materials, supplies, and equipment and replaces them in stock according to an existing storage system.**

**3.Unpacks materials, supplies, tools, and equipment; verifies articles received against packing list and purchase orders; counts or weighs the articles; stores articles in prescribed bins, racks, shelves, and floor or yard sites.**

**4.Inspects incoming materials for wear, damage, or defects; reports any discrepancies or damage in materials received; notifies the proper person if repairs or adjustments are required.**

## **MATERIAL ISSUE :**

**1.Issues articles upon requisition; may use hand tools to cut stock to size prior to issue.**

**2.Stages most materials, supplies and equipment for crews.**

**3.Assembles materials from requisition forms; loads and unloads equipment and supplies from trucks; loads docks and runways.**

## **MATERIAL ORDERING :**

- 1. Writes up purchase requisitions to maintain adequate inventory of materials and supplies and initiates special orders for materials and parts for special jobs.***
- 2. Co-ordinates with Engineering Department regarding materials for planned jobs. Works with Accounting Section concerning discrepancies in deliveries and to identify and anticipate problems regarding a transaction on a purchase or delivery.***
- 3. Coordinates with Purchasing Section on materials relating to purchases, inventory, and non- inventory items according to specifications and standards.***

## **MATERIAL CONTROL :**

- 1. Performs the clerical checking of new stores as they are being received; may work outdoors or away from the supply yard i.e., may deliver parts to crews or other District facilities.***
- 2. Performs clerical duties associated with store keeping function.***
- 3. Prepares form records and obtains necessary signatures for stock issued.***
- 4. Labels items for storage as required; assists in filing receiving reports and requisitions.***
- 5. Maintains the stock area, warehouse, and other work areas in a clean and orderly condition.***
- 6. Ensures the security of equipment and supplies kept in storage areas by locking up the equipment as needed.***
- 7. Processes the return of materials to vendors or materials to be scrapped or junked.***
- 8. Solves difficult problems such as tracing purchase documents or partial shipments.***
- 9. Operates an on-line computer system to access, input, and change inventory data and related information; applies code number to materials and equipment from existing code system.***

**2. Company : RUSHABH INDUSTRIES**  
**Duration : From Dec-2017 to May-2022**  
**Designation : Supervisor & Store in charge**  
**Department : Winding & Store**

## **JOB RESPONSIBILITY:**

- 1. Manage Manpower in Department.**
- 2. Monitor Production work and Quality.**
- 3. Prepare Winding Inspection Report.**
- 4. Prepare Dispatch inspection Report.**
- 5. Prepare Quality plan, Drop test Report.**
- 6. Coordination with assembly and Testing Department.**
- 7. Planning for day-by-day production target.**

**3.**

**Company : ADANI HAZIRA PORT PVT LTD ( Hazira )**

**Duration : From May-2016 to December-2016**

**Designation : ICD Officer / Documentation Assistant**

**Department : Container and Terminal (Global Innovsource Solutions Private Limited).**

## **JOB RESPONSIBILITY:**

- 1. Updating Vessel Schedule on daily basis.**
- 2. Monitor Gate cut-offs & Gate movement.**
- 3. Upload IAL & EAL with 100% accuracy.**
- 4. Reefer/Haz/OOG detail received from Agent is uploaded with 100% accuracy.**
- 5. Verifying & Resolving Import & Export documentation Discrepancies.**
- 6. Ensuring that SSR( special Service Recording)are updated as requested by various shipping lines for any additional changes.**
- 7. After CMC/BOE Permission received. DRF is updated for container delivery.**
- 8. Follow up with agent/CFS/regarding import delivery movement.**
- 9. Respond to any correspondence from External/Internal parties.**
- 10. Receiving & Filling In & Out gate documents.**
- 11. Screening incoming e-mail messages.**
- 12. Interact closely with Vessel Planners,Yard Planner & Tower Controller.**
- 13. Usages of ACTOS (CMC Match) in totality.**
- 14. Unsafe Act/Condition/Near Miss reporting.**

15. Berthing and Un-berthing Timelines set up are achieved.
16. Achievement of optimum productivity levels and reliability of service to customers.

4.

**Company** : ADANI POWER MAHARASHTRA LIMITED. (Hazira-Gujarat)  
**Duration** : APRIL '2015 TO APRIL '2016  
**Designation** : Supervisor (Fuel Management)  
**Department** : Business Development (Global Innovsource Solutions Private Limited)

### JOB RESPONSIBILITY:

1. Responsible for coal supply from hazira port through Road, Rail.
2. Coordination with hazira dry cargo for planning & monitoring of coal logistics in time.
3. Responsible for coal shifting, quality and yard operation.
4. Responsible for coal fire control to avoid spontaneous combustion in coal.
5. Maintaining coal book stock, physical stock.
6. Accountable for coal quality during vessel operation at port.
7. Coal supply as per requirement of plant CHP and planning the same to avoid any generation loss on company account.
8. Responsible for Rake loading, coal shifting at railway siding on time.
9. Providing complete MIS - yard planning, coal logistics, coal quality reporting on daily basis to reporting Boss.
10. Coordination with railway department & KRIL for dispatch coal on time.
11. Coal stock pile management in port.

5 **From 8TH July '2010 to 30th MARCH '2015 – M/s. THEJO ENGINEERING (In outsourced contract with**

**M/s. Adani Power Ltd – CHP), Jr. Engineer, Maintenance.**

#### ***Chief Responsibilities:***

- Manage manpower in mechanical coal handling plant.
- Coordination with Coal Handling Plant (CHP) team for planning & monitoring of maintenance work in time.
- Complete the Work of maintenance on Time.

- **Planning for day-by-day maintenance as per schedule.**

#### **Maintenance:**

- **Preventive maintenance in CHP conveyor belts as per given schedule.**
- **Trying to repair forced maintenance or sudden break downs in expected time limit to resume operational works.**
- **Gear box maintenance work and analyse its performance to check whether any discrepancy occurs or not.**
- **Stacker cum re-claimer maintenance as per given schedule by APL – CHP.**
- **Planning for Oiling and greasing schedule at rollers, motor bearings, pulleys etc.**
- **Preparation for conveyor belt hot joined and cold joined.**

## **CAREER ACHIEVEMENT:**

- ❖ ***Gained experience on maintaining interpersonal relations and also given me confidence in dealing with people***
- ❖ ***Gained an excellent experience on Excel and Database & TALLY***
- ❖ ***Learnt how to deal with railway & kril on a whole and to always make sure that I give my best.***

### **ACADEMIA**

- **Diploma in Mechanical Engineering, from Technical Education Board, Gandhinagar- 2015.**
- **Bachelor of Commerce Certificate From Gujarat University- 2008**
- **Higher Secondary Education Board certificate (H.S.C.) from Gujarat High Secondary Education Board- 2005**

### **PERSONAL DOSSIER**

- **Date of Birth: 05th November, 1984**
- **Marital Status: Unmarried**
- **Languages known : Gujarati, Hindi, English**
- **Current & Permanent Address: A-703, Shree Sarju heights, behind Satyamev hospital, Chandkheda, Ahmedabad-382424.**

**Durgesh Parmar**

