

VIVEK KISHORBHAI PATEL

Store executive

 vkpatel1810@gmail.com

 7698512954

 Anand

 1989-10-18

 Male

CAREER OBJECTIVE:

To have a growth oriented carrier and be a part of team where I can utilize my experience and learn skills to maximum and register myself as one among the best in the industry based on my performance and commitment.

LANGUAGES KNOWN

English

Hindi

Gujarati

EDUCATIONAL QUALIFICATIONS:

MQPM (Master In Quality and Productivity Management)

S.P.UNIVERSITY

2012

Percentages 62.36

T.Y.B.COM

S.P.UNIVERSITY

2010

Percentages 50.00

HSC (commerce)

GSEB

2007

Percentages 50.57

PROFESSIONAL EXPERIENCE:

Store executive (Inward work)

Windsor machine Ltd. Vatva, ahmedabad

02/2025 – Present

- To make GRN, labour job grn, 3rd party close in SAP system.
- To Manage daily report, import material material grn and documentation for audit.
- To Manage The Daily Report, Monthly Reports. Work with company standerd process (SOP).
- Loading and unloading raw materials, check and approve for make grn,
- Quartly stock count and inventory update.

Store In charge

icemake india Ltd. Dantali gandhinagar.

04/2022 – 04/2024

- To Handle 4 store of different different unit. Like deep freezer, cold room, ammonia dept. And fabrication. And also Handle customer complain and dispatch require
- To Handle Inward And Out Ward Records all store and report to dept.head and director all working in ERP SOFTWARE SYSTEM.
- To Manage The Daily Report, Monthly Reports.
- make GRN report, Delivery Challen, Tax Inovices and E-Way bill fill product check sheet.
- "Work with company standerd process (SOP).

Store In charge

Vijayshree Electromech Pvt. Ltd.

01/2020 – 31/03/2022

Responsibilities

- To handle the company store dept and Dispatching Work.
- To Handle The Receiving And Dispatching Process, Maintain The Inward And Out Ward Records.
- To Manage The Daily Report, Monthly Reports.
- To work on Excel And Tally Software, make GRN report, Delivery Challen, Tax Inovices and E-Way bill fill product check sheet.
- "Work with company stranded process (SOP).
- Also Handle HDPE Pipe Manufacturing Plant.

store executive

Astral Steritech Pvt Ltd. (Pharma company)

12/2018 – 12/2019

Responsibilities

- To handle the company store dept.
- To Handle The Receiving And Dispatching Process, Maintain The Inward And Out Ward RM and PM Records.
- To Manage The Daily Report, Monthly Reports, And Send it to The executive director.
- To work on pharmsuit software, make GRN report, fill product check sheet.

SSC

GSEB

2005

Percentages 52.57



OTHER ACTIVITY AND KNOWLEDGE:

- Knowledge of six sigma tools and application methodology
- Data Analysis, team working, Quality analyst, Market Analyst.
- Microsoft Word, Microsoft Power Point and Statistical Computation in MS Excel.
- 5'S, 7 Q.C. Tools, productivity, improvement of processes. Reduce Rejection & reworking during processes. Knowledge of six sigma tools and application methodology and knowledge of SQC. Data Analysis and statistical test, Quality control and Inspection, SPC, QUALITY ANALYSIS, PROCESS CONTROL, PROJECT WORK TO IMPROVE THE WORK EFFICENCY, increase the production, team working.
- Knowledge of tally ERP9.
- Knowledge of MS Office, Power Point, Excel
- Knowledge of DMS (dealership management system).
- Knowledge of ERP system.



TRAINING AND INDUSTRIAL EXPERIENCE

Training :- I HAVE TAKEN "LEAN SIX SIGMA BLACK BELT" TRAINING BY THE BREAKTHROUGH MANAGEMENT GROUP OF INTERNATIONAL, AND I HAVE PASSED LEAN SIX SIGMA BLACK BELT EXAM. I AM HOLDING SIX SIGMA BLACK BELT CERTIFICATE.

- "Work with company stranded process (SOP).

Depot In charge

Wallenius Wilhelmsen logistics India Pvt.

01/2015 – 10/2018 | Gujarat State

(JOHN DEERE INDIA PVT LTD.). Responsibilities

- To Handle The All John Deere Tractors Dealership within Gujarat State.
- To Arrange The Tractors By The Customer Requirement.
- To Handle The Receiving And Dispatching Process, Maintain The Inward And Out Ward Tractors Records, Tractors Maintainance, Repairing Works.
- To Manage The Daily Report, Monthly Reports, And Send it to The Area Office And Head Office Of John Deere.

Store In-charge

Arohi Motors Authorized Dealer of Eicher Motors Ltd.

05/2013 – 12/2014 | Anand - Gujarat

- Materials handle, Inventory control, Implementation of 5's
- Daily Entry of material inward and outward.
- Order the materials, manage the outside customer and billing of materials
- Maintain the monthly report of usage material, outside purchase material, lube's consumption report.
- Send the monthly report to head office.

Jr. executive in production dept

Smeet industries Pvt. Ltd.

05/2012 – 03/2013 | Anand - Gujarat

Responsibilities:-

- Manage and motivate production staffs to deliver exceptional work.
- "Work with production teams to ensure cost-effective, high quality and timely delivery of products
- Recommend process improvements to enhance production quality and capacity.
- Plan and assign daily job duties to workers.
- Investigate problems, analyze root causes and define resolutions.
- Ensure that final product meets quality standards and customer specifications.

Responsibilities



HOBBIES

- Watching Movies
- Listening Music
- Travelling