

Mobile No: +91 8849661667

Suresh Kanzariya.

Email ID: - kanzsuresh@gmail.com

[M.Com part-1 with B.Ed. (from Saurashtra University)

With 11 YEAR EXPER in Store.]

PERSONAL DETAIL:

Father's Name:

Mr. Girdharbhai
Kanzariya.

Current Address:

At:-Rajkot
Akshardham Society
House no- A-35,
Shaper Veraval
Di:-Rajkot. Gujrat,

Permanent Address:

AT: b/h Janki nivas
dharar nagar, gulab
nagar, TaJamnagar Di-
Jamnagar
Gujarat-361007

Contact No: (M) +918849661667 Date of Birth:

28th-February-1987.

Languages Known:

English, Hindi &
Gujarati.

Hobbies:

Watching news, cricket
and playing with child.

CAREER OBJECTIVE:

I would like to explore myself as professional that can satisfy my employer with my best efforts and knowledge so that it will lead to organizational as well as my personal growth.

TOTAL 8 YEARS EXPERIENCE IN STORE

Strengths:-

- Ability to pursue objectives and perform under trivial conditions.
- Flexible to adjust and accommodate according to needs and situations.
- Result oriented and hard working. Creative, innovative, problem solver and Team motivated team player with an enthusiastic approach.
- Good communication skills. Responding in a timely manner to the service request and issues without escalation.

Education Qualification

Sr. No.	Exam	University/ Board	Subject	Year of Passing	Percentage
1	M.Com (Part-1)	Saurashtra University	Account & State	May 2011	48.53%
2	B.Ed.	Saurashtra University	Account & State	Mar 2010	78.82
4	Graduation	Saurashtra University	Account & State	Mar 2009	55.29%

JOB RESPONSIBILITY: -

- ☐ Overall Responsibility to Day to Day Activities related to Engineering & Chemical Raw materials vendor job worker Challan 158 GST stock maiden and data
- ☐ Preparation All the GRN & Issue Posting of Engineering & Chemical Materials.
- ☐ Preparation of MIS Report as per audit & Management Requirement. ea. – Inventory Report, Material Ageing Report, Pending RGP Report, Gate Entry v/s GRN Report, Etc.)
- ☐ Create New Item Code & Vendor Code in SAP System.
- ☐ Assisting for final Authorization of GRN, Shortage Note, Rejection Note and Freight Payment.
- ☐ Keeping Track of none/Slow moving goods and co-ordinate with concern department to get it Consumed.
- ☐ Follow up & Reconciliation of RGP & NRGP material with Vendor & Contractor & SAP.
- ☐ Coordination with Local Transporter regarding materials.
- ☐ Controlling of Min Max material through System & Ensuring Minimum Inventory Without Shortage.
- ⇒ Monitoring to proper stock maintain with book stock & Physical stock with Zero Difference.
- ☐ Coordination with Purchase Department regarding PR.

Computer Skill:-

- Working SAP MM,
- MS. Office,
- ERP,
- Em-Power, T.Ft Software, Swastik Software. (Purchase, production, Stock report Maintained, Stock Verify, Store LIFO system Pi.
- 5s kaizen training ABC system material moment

Present Work in

- **Organization** : Suzlon Energy Ltd.
- **Designation** : Sr. Executive
- **Duration** : From January 2022 to Till Date

Previous work Experience

- **Organization** :Atulauto Limited-Rajkot
- **Designation** : Store Officer
- **Duration** : From June 2018 to Dec 2021

Past experience

- **Organization :-Intech Forge-Rajkot)**
- **Designation :-Officer**
- **Duration :-From Jan-2016 to May-2018**
- **Organization:-Shree mahavir metal craft PVT. Ltd-Jamnagar**
- **Designation :-Store Supervisor**
- **Duration :-From Jan-2012 To Jan-2016**
- **Notice Period :-1 month**

Declaration

I hereby declare that the information given above is true & to the best of my Knowledge

Thank You
Suresh Kanzariya