**To**

**HR Department**

**Sub- Application for Store & Logistics**

**Respected sir**

With reference to some reliable sources I have come to know that there is a requirement in stores & Logistics Dept.

At your place I would like to introduce to introduce myself as a Young Dynamic and Experienced person I am looking ahead to make a good career So, finding your set up an ideal one, I would like to venture with application for a post suitable to my qualification if you give me an opportunity for this requirement

I will give full satisfactory work what so ever may be allotted to me I will try to do my best. My curriculum – vitae is attached with this application for your kind consideration and sympathetic action

Thanking your anticipation and waiting for your Favourable

Response.

**Mr. Vinod Kumar T Sadhu**

**To – Sidhpur**

**Dist- Patan**

**Siddaswari Socity -1/16**

**Sidhpur Pin Cod -384151**

**Date off Birth – 20/01/1978**

**E mill-** **vinodsadhu1978@gmail.com**

**Mob -9712939406**

**OBJECTIV**

A challenging and rewarding position in a growth oriented organization which offers diverse Job

Responsibilities and will fully utilise my commercial and analytical skills,

**ACADEMIC QUALFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
|  DEGREE | BOARD/Uni. | PERCENTAGE | YEAR  |
|  S.S.C | G.S.E.B | 45% | 1998 |
|  BA | C.K.Z.N.G.U.V.T BAOU PATAN | PASS | 2018 |
| DIPLOMA Store Management | NEMTS | PASS | 2010 |

**COMPUTER KNOWLEDGE**

High proficiency in computer operating on developed SAP application and Internet.word.Excel

**JOB EXPERIENCE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SR NO | COMPANY NAME | JOINING DATE | RESIGNATION DATE | DESIGNATION | YEAR |
| 1 | SANGHI INDUSTRIES LTD cement plant kutch | 14/11/2005 | 11/05/2016 | Store Assistant | 12 years |
| 2 | OPG Power Gujarat Pvt Ltd kutch | 23/11/2017 | 01/12/2018 | Store Executive | 1years  |
| 3 | JK Lakshmi cement plant Majara | 11/01/2019 | 15/07/2019 | Dispatch co-ordinator | 7 Month |
| 4 | Maruti Suzuki SPD Gujarat | 17/09/2023 | 03/01/2025 | Supervisor warehouse | 2 years |
| 5 | AVES Research & Analysis Center Pvt. Ltd. Unjha | 20/02/2025 |   |  customer relationship Executive & MIS Repoting  | Running  |

**JOB PROFILE**

**Store Exp**

GRN Raw Material key Activities & Responsibilities Material Handling of Receiving & Issue section knowledge

In Handling of Material section Preparation of GRN

Daily record maintain is SAP system & Manually register maintain daily issue voucher posted is reservation wise in a SAP work in material unloading LR wise check the invoice daily date wise entry Excel system GRN posting Raw material in SAP system submission of documents of Material Receiving Material issue and updates system physical verification

**LOGISTICS (Dispatch)**

Presently looking after whole activities of warehouse inbound and outbound and manpower handling activities prepare daily Dispatch Reports

MIS preparation and reporting

**Thanking you**

**Vinod sadhu**