

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 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

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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	1 years
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

