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 Email:- diwan.343351@2freemail.com

**DIWAN**

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| **Career Objectives:** |

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| A challenging & rewarding career as a member of managerial and administrative cadre. Continuous development, utilizing every moment of life and specializing in a particular area. Maintain high sense of professionalism and discipline in my working style and functioning and strictly adhere to the norms of company, execute the projects give and keep up to the expectations to the organization .acquire a good position by implementing knowledge to the best of my efforts and by working in an enthusiastic team environment. |

**Total Experience: 13 Year**

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| **Summary of Experience:** |
| Two Year experience as an **Asst. Storekeeper** in “**Omprakash Amarnath Engg. & Cont**.**”** in  Gandhidham, (Gujarat),Five year working as a  **Asst.** in **Welspun India Ltd.** in Anjar –(Gujarat) know about **System Application & Produce In Data Processing (SAP)**Two year working as a **Supervisor** in **RUCHI SOYA INDUSTRIES LTD.** in Gandhidham –(Gujarat) Present Working as a **Officer** in **Gokul Overseas Ltd.** – Finish Godown Department. |
| **Professional Qualification:** |
| P.G.D.C.A.     2001 Computers and Communications Institute  (Hyderabad) – [MS Office]- MS Excel (VLookup, Pivot Table, Formula Programming), Word and PowerPoint from  (A.P.)  |

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| * **Present Organization :- 01 Mar 2013 to till date at Gokul Overseas(KSEZ) as a Officer – Finish Godown**
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| **Gokul Overseas Ltd. – A 100% Export Oriented Unit, is one of the leading producers of Castor oil and Castor based derivatives in India.****Job Responsibility:*** 1.Physical Stock Vs Sap
* 2.DPR
* 3.Daily Dispatch Report
* 4.Physical Packing Material Stock Vs Sap
* 5.Inventory Control
* 6.Warehouse Related All Activity
* 7.Manpower Handling
* 8.Palletization(Packing)
* 9.Jumbo Filling(Packing)
* 10.Instrument+Mantanance+Electrical Follow Up
* 11.Housekeeping
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| **Professional Experience:** |
| * **Previous Organization :- 16 Oct. 2010 to 28 Feb 2013**

**Ruchi Soya Industries Ltd., Gandhidham (KANDLA):-****Featuring among the top five FMCG players in India, with a turnover crossing Rs. 13,000 crores, Ruchi Soya Industries Limited is the flagship company of Ruchi Group of Industries. Besides being a leading manufacturer of high quality edible oils, vanaspati, bakery fats and soya foods, Ruchi is also the highest exporter of soya meal and lecithin from India. Nutrela (soya chunks, granules and soya flour) is the largest selling soya foods brand in the country.****Ruchi is a leading branded edible oil supplier. Nutrela Soyumm (Soyabean Oil), Ruchi Gold (Palmolein Oil), Mahakosh, Sunrich (Sunflower Oil) and Mandap (Mustard Oil) and new healthy oil variants like Nutrela Vitamin Sunflower oil and Nutrela Groundnut oil make Nutrela a trusted option in edible oils.****Superior procurement and trading skills, continuous innovation, an endeavor to meet consumer needs and stringent quality control standards have enabled Ruchi to emerge as a highly-respected and admired Indian company.****Ruchi Soya Industries Limited is listed on Bombay Stock Exchange Limited (BSE Code: 500368), National Stock Exchange of India Limited (NSE Code: RUCHISOYA) and Delhi Stock Exchange.** **Ruchi Soya Industries Limited has expanded its refining and crushing capacities. Ruchi now has over 2.2 million metric tons per anum of refining and over 4.1 million metric tons per anum of crushing capacities, spread over strategic locations across India.** **We are one of the few edible oil companies in the country that has a balanced mix of inland and port based refineries. This enables us to optimize production depending upon the availability of various alternatives – local oilseeds or imported crude oil. Moreover, multi- location refineries have reduced road travel costs leading to significant transportation cost advantage. We have 5 refineries at various locations and 12 inland crushing plants out of which most are attached with refinery.**  |
| * **16 Oct. 2010 to 28 Feb 2013**

**To identify the procedure for receipt, inspection and storage of material at storage location..*** Crude Receipt (Tanker Unloading -CPO, DSBO,CSFO etc.)
* Refined Dispatch (Tanker Loading – Loose Cargo- RSBO, RPO, Palmoline, RSFO etc.)
* Crude and Refined Storage
* Refined consumption in packing Department for FG.(Transfer from Tank in Packing Receiver)
* House Keeping (Tankfarm Area + Tank)
* Maintance & Electrical Work (Motor + Pump)
* Making MIS Report daily basis
* Making All reports for Dispatch, Receipt and Consumption(Data) with Sap
* Manpower Handling
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| * **Previous Organization :-**
* **25 APRIL 2005 to 15 OCT 2010**

    Welspun currently a U.S. $ 1 Billion group is one of the fastest growing business conglomerates that truly represent an amalgamation of expertise, resource, opportunities and engineering excellence Welspun has a presence in 50 countries with turnover of Rs35,000 Million exclusively from export. It consists of six companies, each being a separate entity with distinct Board structures. **Welspun India Ltd.** which has an annual turn over 13000 Crore, Company has set up World’s Biggest Textiles, Pipes and Power Project Plant at Anjar (Kutchh) Gujarat.* **Previous Job Profile & Responsibilities :-**
	+ - Working as **Asst.** – Transportation with Dispatch & Planning (W\H) WIL – Anjar.

 As an **Asst.. Warehouse & Dispatch,** I look after Warehouse – Planning & Operation.* **Warehouse Planning:-**
* Co-ordinating the entire PPC of Cut & Sew dept.
* Co-ordinating the Warehousing & distribution activities of WIL-Anjar.
* Ensure functional training, process implementation and quality audits.
* Setting & achieving the targets.
* **Warehouse Operation:-**
* Invert of finished materials with excise, placing in rack allocation.
* Consolidation of stock as per Purchase order, offer the same to QC dept. for the first statistical Analysis and final Quality Inspection.
* Stuffing plan with Container plan received from the Logistics.
* Follow up with the packing dept. for the short fall at the time of container loading.
* Manpower management & shift schedules.
* **Significant Contribution:-**
* Warehousing and inventory management of finished goods.
* worked in  SAP system.
* Overall in charge of W\H like receipt, issue of materials & inventory controls.
* Handled Warehouse including raw materials stores and finished good materials.
* Rack operation:-  successfully handled the rack operation in **Welspun India Ltd.** In the Sheeting & Top of the Bed Warehouse with includes the installation, bin planning and accountability of the stock dedicated Buyer wise.
* Latest technology of scanning of the barcodes for bin posting in the racks.
* Implements Perfect Sop For Receipt (Material Receiving with Scanning, palate creation & Bin Posting )
* Installation of conveyors for transfer of FG to warehouse
* All FG stock Segregation Ctg Wise (A-fresh, Down grade, Inactive, Buffer) & offer to Marketing for Sale
* Give Special Identification to B,G,D, Grade Material
* Making Proper System For load the container
* Look after all domestic and export dispatch according stuffing plan and scheduling.
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| SAP (WM)Module) R/3 Version* Material Document creation in SAP.
* Reservation Slip creation on monthly/daily basis
* Monthly dispatch report in SAP.
* Warehouse SAP Stock report on dally basis.
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| **PREVIOUS JOB-02 :  Welspun India Ltd. (Anjar) - Gujarat** **Period :**  **25 APRIL 2005 to 15 OCT 2010****Nature of company** : A textile company production large of raw material to finish material  Finish Warehouse and divided in spinning , weaving , gray  Warehouse, processing and Madeups**Position at Joining :**   **Asst.** **Working platform** :   **Warehouse & Dispatch****Department** : Warehouse & &Dispatch Department every see that receipt point  and make Pallet and Bin posting day by day. Transfer to Dispatch **Job Profile:**           **:**To Officer Previous working in last working are done to container dispatched check the all container 7 point and check the all finish goods. All material pass for QC (for buyer site) after material are received and dispatch buyer, shade, size, po.no.and item no. received and loading the container. |

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| **PREVIOUS JOB -01:** “**Omprakash Amarnath Engg. & Cont**.” **GANDHIDHAM** **Period :       07 NOV 2003 to 20 APRIL 2005****Nature of company :**  Constructions + Erection Work for Big Industries Plant                                   **Position at leaving :**     **Asst. Store Keeper (Main Store)****Job Profile :**      To Store Officer. * To monitor all daily GRN, INDENT, ISSUE and RECEIPT.
* To monitor all Transporter and Vendor Bill Clearing.
* To monitor all physical stock of materials (Cement, Sand, Gitti, Stationary, Manitanance related Materials, Welding Rod, MS Channel, Angle and Bim Etc.)
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**TRAINING ACCOMPLISHED:**

* WM Module (SAP) in Welspun India Ltd.
* Fire & Safety training in Ruchi Soya Industries Ltd.

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| **Educational Qualifications: S.S.C. +H.S.C.(Commerce) + P.G.D.C.A. + B.COM. + D.M.M.**  |

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| * S.S.C.    1999        Gujarat Higher Secondary Education Board (Gandhinagar - Gujarat)
* H.S.C.    2001        Gujarat Secondary Education Board (Gandhinagar - Gujarat)
* P.G.D.C.A. 2001 Computers and Communications Institute  (Hyderabad – A.P.)
* B.Com - 2016 from B.A.O.U.(Ahmedabad-Gujarat)
* Diploma in Material Management (**D.M.M.**)from AIIMS (Chennai – Tamilnadu) - 2016
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| **Personal Information:** |
| Date of Birth                                    :  2nd July ,1983Gender                                            :    MaleHeight                                              :   5.4Weight                                            :    68 Kg.Blood Group                                    :    AB+Marital status                                   :   MarriedLanguage Known                             :    English, Hindi & Gujarati.Nationality                                        :   Indian Religion                                           :   Muslim |

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| **Summary :** |
| As a computer literate, I always aspired to the higher level of excellence and I intend to sustain my aspiration in the corporate world. I should like to specialize in Particular field for a well placed organization, so that my career ambition can be fully satisfied. |

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| **Declaration:** |
|  I hereby declare that the above information is true. |