

# RAJESH PARMAR

✉ rp75689@gmail.com

☎ 00971529053655

📍 Sharjah, UAE

## SUMMARY

A person with the highest level of personal integrity, with superior interpersonal and a demonstrated track record of conflict resolution and self-starter with a personality to motivate and lead a team of staff members with nearly 18 years of experience in Stores, Logistic, Procurement, Vendor Development, Inventory Control Currently working with M/S.Sealing Tech, India. Exposure in material management activities involving material planning and Scheduling. Materials analysis, scheduling & procurement of materials with LC formulation & tooling from sources, Possess strong analytical, problem solving & organizational abilities. Sea & Air freight clearance of all import consignments. Export Shipments documentations. Co-ordination with shipping lines & forwarding agents for related issues like delivery order extension of free period, shipping Guarantee approval & freight rates.

## HIGHLIGHTS

- Materials Management (Logistics, Warehouse, Inventory and Supply chain)
- Materials Analysis
- Vendor management
- Manufacturing background
- Exceptional knowledge in ERP system
- Multi-tasker
- Exceptional problem solver
- Exceptional Planner
- Safety-conscious
- Determined Results-oriented natural leader
- Strong communication skills
- Operational Improvements
- Flexible Schedule
- Employee development

## EDUCATION

**National Institute of Open School**  
Gujarat, India • 04/2023

**THE YEAR 2023:** Secondary School  
\*SECONDARY SCHOOL CERTIFICATE IN  
THE YEAR 2023

## CERTIFICATIONS

MATRICULATION FROM INDIAN  
INSTITUTE OF OPEN SCHOOL IN THE  
YEAR 2023 Operating Systems: MS  
OFFICE (EXCEL, MS WORD & POWER  
POINT ) Excellent knowledge in ERP (for

## ACCOMPLISHMENTS

Has been promoted consistently in work responsibilities on the basis of Dedicated Committed work approach and performance demonstrated Managed, supervising and led a team .

## EXPERIENCE

**Sealing Tech. - Store and Logistics Incharge**  
*Vadodara, Gujarat • 02/2005 - Current*

- □ Ensuring timely on site delivery of material to Execution team.
- □ Training and Development of manpower
- □ Uses strong technical skills to direct and assist staff of the stores department
- □ To work on cost reduction and quality improvement exercises on regular basis.
- □ To control age-wise analysis of materials, particularly of the items having shelf life and try to divert dormant items to other sites to save the cost of interest.
- □ Lesioning with Clients for Time Schedules, Hoisting & Material lifting facilities.
- □ To monitor stock levels, re-order goods when necessary, and track the movement of goods.
- □ To conduct cyclical stock counts & investigate variances
- □ To minimize returns & rejections.
- □ To monitor stock/movement and timely inform procurement team through Project/Procurement manager and also initiate purchase request for routine items/consumables.
- □ Planning, organizing and directing all the activities of the Store Dept.
- □ Scientific material management of stores to maintain optimum level of inventory
- □ Effective utilization of stuck up Inventory.
- □ Maintaining fixed asset and Third Party Certificate as per Standard.

Material Management) & (INVENTORY CONTROL SOFTWARE). WORKING KNOWLEDGE IN TALLY SOFTWARE.

- □ Maintaining the Store as per MSDS and manufacturing and Expiry Date as per Safety Standard.

## ADDITIONAL INFORMATION

- **PERSONAL MINUTIAE:**

**Nationality** : India **Date of Birth** : 11th April. 1986 **Marital Status** : Single **Passport No.** : U2376666 **Date of issue:** 07 January 2020 : **Date of expiry:** 06 January.2030. **VISIT VISA EXPIRY** : 02 February 2024

## SKILLS

Calibration, consultation, cost reduction, COUNCIL, client, clients, data base, delivery, directing, ERP, insurance, inventory management, INVENTORY CONTROL, Inventory, Logistics, Materials, MATERIALS MANAGEMENT, MECHANICAL, EXCEL, MS OFFICE, office, POWER POINT, MS WORD, MIS, Oct, office Administration, Operating Systems, organizing, receiving, Reporting, Research, retail, Safety, sales, Transportation, Communication Skills, Organization Skills, Problem Solving Skills, Customer Service Skills, Critical Thinking Skills.