**JOGI DHARA A.**

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**OBJECTIVE**

To share the vision and goal of the organization through enhancing my skills and knowledge efficiently and putting constant endeavors to do better and give optimum result.

**ACADEMIC QUALIFICATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Examination** | **Institution & Board** | **Board** | **Medium** | **Month/Year** | **% Marks** |
| SSC(Xth) | Shree Lal Bhadur English Medium Girls High School,Rajkot | G.S.E.B | English | March 2006 | 72.57 % |
| Diploma in  Electrical Engg. | Govt. Polytechnic Institute, Rajkot. | T.E.B | English | June 2009 | 66.00 % |
| B.Tech. Electrical Engg. | The Institution of Engineers (India), Calcutta. | AMIE | English | Sep 2015 | 67% |

**FINAL YEAR PROJECT DETAILS**

* Prepared project for Remote Control for home appliances.
* Prepared project for LPG – Alarm System.

**COMPUTER SKILLS**

* ***Languages* :** C Language, Excel-VBA, SQL
* ***Packages*  :** Total Ms-Office 2010/2013/2016, SAP of MM Module,
* ***Knowledge of SAP* :** System Application process for data analyzing process.
* ***Boardwalktech Application* :** provides enterprise spreadsheet data management solutions,

which enable cell-level collaboration for spreadsheet-based processes.

**PERSONAL INFORMATION**

* Name : Dhara Ashwinkumar Jogi
* Date of Birth : 17th Dec. 1990
* Present Address : Plot No :- 2/2,Swapna Shilp Society,

Near Aradhana School, Tarsamiya Road,

Bhavnagar,Gujarat, Pin :-364001

* Nationality : Indian
* Language Known : English, Hindi & Gujarati.
* Hobbies : Reading Books, Playing Games, Listening Music.
* Current CTC : 4, 50,000 per year.
* Expected CTC : 5,10,000 – 5,50,000
* Notice Period : within one Month
* Strength : Flexibility, Trustworthy, Organize, plan, and prioritize work

**PROFESSIONAL EXPERIENCE**

|  |  |  |
| --- | --- | --- |
| **Company** | **Designation** | **Period** |
| ESSAR Steel India Ltd | Assistant Manager | Aug 2009 to Aug 2016 |
| Sohum Techinnovations Pvt. Ltd. | HR & Operation Manager | Sep 2016 to Sep 2018 |

**KEY ROLES & RESPONSIBILITY**

* Worked in **ESSAR STEEL INDIA LIMITED, SURAT** for 7 years as Assistant Manager in **MATERIALS /STORES/Warehouse/Purchase Related Activity** and actively involves in **10 MTPA STEEL** projects.
* Worked with SAP MM module in Materials dept.
* Involved in 5S Implementation activity as well as in certification in Materials dept.
* Prepare Monthly Report of MIS data for Scrutinizing of Inventory.
* Do the activity related to Purchase in SAP MM module.
* Took the Control of Inventory Management.
* Maintaining the stock of material without any variance by conducting perpetual stock verification & documentation and maintaining reduced inventory levels.
* Implementing Standard Operating Procedures within the warehouse and training team members in maintaining compliance with these procedures.
* Maintaining records of goods ordered and received.
* Preparing and processing requisitions and purchase orders for supplies and equipment.
* Making material requirement plan as per the requirements.
* Managing several activities in CS roofing & site area viz.:
  + Issue of materials.
  + QA/QC of materials.
  + Physical inspection of materials.
* Tagging of materials and Proper storage of material as per criteria.
* Acting as unloading In-charge, handling activities pertaining to:
  + Unloading in-coming vehicles of materials.
  + Acceptation & rejection of materials.
  + Coding & grouping of materials.
* Supervising several additional activities like:
  + GRN in SAP system.
  + Reservation in SAP system.
  + MRS & MRN posting in SAP system.
  + PR Releasing in SAP system.
  + QA/QC of GRN in SAP system.
  + Coordination regarding loading, unloading & shifting.
  + Documentation.
* Manpower Management
* ISO Implementation and its Audits
* Currently Working in **SOHUM TECHINNVOATION PVT. LIMITED (USA Based on Company) RAJKOT** for 2 years as **HR & Operation Manager**. Handling HR, Administrative as well as Operation Related Activities.
* Manage and mentor team for personal skill development & knowledge sharing process.
* Counseled employees on performance to improve quality of service and efficiency. And also Conducting annual performance reviews of all staff.
* Working to resolve employee complaints involving working conditions and disciplinary actions according to company policies and practices.
* Monitoring and Recording activities of the Time Office and maintenance of attendance and leave records, necessary for processing payrolls of employees.
* Preparing Monthly Reports for Work & Time Management for the company prospective.
* Provided Administrative support to Director of Operations and assisted on evaluating existing talent.
* Processed require documentation and facilitated training of new hires.
* Understanding the application thoroughly with help of Customer Requirement Specification document and conducting extensive Regression Testing of Enterprise spreadsheet data management and analytical solutions for Supply Planning, Assortment Planning and Forecast Planning.
* Organizing various events like employees birthday/celebrations, Team Building Games, Mind Quiz etc. for the Refreshment. Also Organize Cultural Activities like Garba, Christmas Celebration etc. in Office.
* Ability to plan, organize and manage multiple projects and set priorities.
* Worked on Website designing starting from Theme Selection, Content framing, Collection of Professional Images etc.
* Participating in the recruitment and staff selection process.
* Negotiate with customer regarding timeline of project and Met all project timelines and deadlines.
* Involved in analyzing System Requirements and developing test plans for Functional and Regression testing. Prepared testable use cases and functional test cases
* Coordinated work plans between project manager and client, collaborated with QA team to design test plan and test cases for user acceptance testing (UAT), sign off and deployment into production.
* Have worked in Different Boardwalk Project like Blue Buffalo, Merck, Vineyard Vines, Coke – TPO, Heineken.. etc.

**SKILL PROFILE**

* **Key Skill**

\* Good administrator Skill. \* Team Building.

\* Work Management. \* Leadership Skill.

* **Negotiator**
* Co-ordination with internal Customer of various Engineering Department.
* Negotiating and managing work contracts for Administration, Logistics, Transport, Equipment and Manpower.
* **Operational Excellence**
* Developed some method for release of purchase requisition to make smooth process and to control Inventory of Material Dept.

**DECLARATION**

* I hereby declare that the above-mentioned information is correct up to the best of my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

**Place: Bhavnagar (Dhara Jogi)**