



SUBHASHCHANDRA C. PATEL

C/o. Bhrat R. Patel
D-301, Divya Jivan Satya,
Nikol Gam to Ring Road,
Nikol, Ahmedabad -382028

Objective

Aiming to achieve a challenging & successful career where I can make a significant contribution using my innovative ideas, knowledge, skills and experience with the objective development & growth of the organization.

Personal Information

Date of Birth : 02/12/1982

Age : 36 Years

Nationality : Indian

Native Place : A&T & Po-Rasulpur,
Ta-Thasra, Dist-Kheda

Email ID: subhash021282@gmail.com

Contact No. 9510473211

Mother Tongue: Gujarati

Language Known: Gujarati, Hindi, English

Education Qualification:

- Secondary School (10th Std.) 70.71%age from GSEB in 1999.
- Higher Secondary School (12th Std.) 48%age from GSEB in 2002.
- Graduation (Bachelor of Arts in Gujarati) 52.33%age from Gujarat University in 2005.
- Computer Operator Programming Assistant (COPA) 79.00%age from GCVT (ITI) in 2006.

Computer Skill:

Microsoft Office, Accounting (Tally ERP 9), SAP

Experience: (Total of 12 Years and 09 Months)

1. *Logistics Supervisor at L&T Construction, ITER-India (IPR) Project, Gandhinagar from 08th April, 2017 to 14th October, 2019*

- To prepare packing list as per BOQ & Packing inspection given by Vendor.
- To prepare proforma Invoice as per contract.
- To maintain packing list wise pre-shipment planning.
- To co-ordinate with client for readiness of cargo.
- To co-ordinate with transporter for dispatch the material.
- To maintain dispatch record for contract payment.

2. *Assistant (Logistics) at ITER-India Project, Institute for Plasma Research (under Ministry of Atomic Energy, Govt. of India), Ahmedabad from 08th April, 2016 to 7th April, 2017*

- To submit the data for approval to SBI for RBI GR Waiver.
- To prepare Export Invoice & Packing Lists.
- To send Technical Information to Logistics Service Provider along with handling documents.
- To check Shipping Plan of Load as per Global Contract.
- To prepare task order.
- To prepare custom related documents Export Shipments.
- To co-ordinate with LSP & client for shipment.
- To give information to filling shipping Bill, Bill of landing, Airway Bill, Insurance.
- To follow up the shipment up to receive the material at destination.

3. Clerk (Purchase) at ITER-India Project, Institute for Plasma Research (under Ministry of Atomic Energy, Govt. of India), Gandhinagar from 24th April, 2014 to 06th April, 2016

- To prepare RFQ in SAP & send to vendor for quotation.
- To make Comparative statement & send to committee for approval.
- To prepare Purchase/work/service order.
- To making dispatch clearance letter.
- To maintain Enquiry/Purchase register.
- To make note for Tender Fee & EMD & submit to accounts department.
- To check Bank Guarantees as per given format.
- To make a vendor payment note.

4. Computer Operator cum accounts at Parv Engineers, Gandhinagar from 01st September, 2013 to 23rd, April, 2014

- Account related work like prepare Tax Invoice for client. Payment to supplier.
- To make labour work sheet & monthly payment.
- To maintain inward & outward material register.
- To prepare VAT & Service tax statement etc.

5. Computer Assistant (Accounts) at National Productivity Council (under Ministry of Commerce & Industry, Govt. of India), Gandhinagar from 15th April, 2008 to 31st August, 2013

- Preparing Cash & Bank receipt & payment vouchers.
- To make Cash book & Bank book, Bank reconciliation statement.
- Maintain Advance Register, Program/Service Order Register.
- To prepare monthly account statement report, monthly performance report.
- To prepare service tax Invoice/Bills.
- To prepare Income tax & Service tax related statement.

Training

DATA ENTRY OPERATOR TRAINEE at FCIPT, Institute for Plasma Research (under Ministry of Atomic Energy, Govt. of India), Gandhinagar from 10th January, 2007 to 9th January, 2008

DECLARATION

I, hereby declare that the information furnished above is true and correct to the best of my knowledge and belief and also that I have not concealed any fact of withheld any information regarding my past service and record.

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(SUBHASH C. PATEL)