



VIRAL MOHANBHAI KASUNDRA

PERMANENT ADDRESS :

Sahkar Park Society Nr.Court Building
Tal : Lalpur Dist. : Jamnagar
Mobile : +91 9099683355
Email : Viral.Kasundra@Outlook.com

PERSONAL DETAILS:

Gender : Male
DOB : 29thNov, 1993
Religion/Caste : Hindu/Patel
Marital Status : Unmarried
Languages Known : English, Hindi & Gujarati
Hobbies : Reading , Music , Net Surfing

CAREER OBJECTIVE :

To work for growth and opportunities to exploit the inner talent in the best in a Dynamic Challenging and Professional Working Environment, to keep adding value to myself and simultaneously contribute to the Growth and success of organization.

PROFESSIONAL/ACADEMIC QUALIFICATION :

S.S.C March 2009 from GSEB with 61%
H.S.C March 2011 from GHSEB with 68%
B.Com April 2014 from Saurashtra University with 57.5%
M.Com May 2016 from Saurashtra University with 58.5%

CERTIFICATION :

Empower (Basic Computer)
CCC
Tally ERP 9

(P.T.O)

IT SKILL :

MS Office
Corporate Munim ERP
Tally ERP 9
Saral Pay Pack

PROFESSIONAL SKILL :

- Supervision of Store & Stock Maintains
- Handling & Processing of Purchase Requisitions
- Collecting quotations from various Vendors and negotiating the prices and other terms & conditions
- Preparing the Comparative chart for each & every material
- Generating the Purchase Order and sending to the Vendor
- Timely clearance of Payments & Handling Vendor Inquiries
- Maintain Vendor/Supplier Data
- Development of new vendor
- Preparing Road Permit – Form 403
- To Manage Transport
- Generating Petty Cash Voucher in System
- Maintain Minimum Stock Level for Daily Consumable Material
- Planning & Procurement of items for Production , Packing material , Project ect.
- Good Knowledge Of Inventory Control Process
- Ability to manage and maintain good relationships with Vendor
- Good Price Negotiations Skill
- Working Experience in Tally ERP 9 & Corporate Munim ERP

WORK EXPERIENCE :

(1)

Company Name : Metal Alloys Corporation
Location : Jamnagar Naghedi
Designation : Store/Purchase Asst.
Duration : 3rdDec.,2014 to 29th Feb.2016

(P.T.O)

(2)

Company Name : Senor Metals Pvt Ltd – Unit I
Location : Jamnagar Dared GIDC
Designation : Purchase Officer
Duration : 1stMarch 2016 to 31st March 2017

(3)

Company Name : Quess Corp Limited
Location : Reliance Industries Ltd (DTA Site) , Jamnagar
Designation : Store/Purchase Officer
Duration : 1stApril 2017 to 31st October 2017

(4)

Company Name : G M Engineering Pvt Ltd
Location : GIDC Metoda,Rajkot
Designation : Purchase Officer
Duration : 6th November 2017 to Till Date

DECLARATION

I hereby declare that Above written particular are correct to the best of my knowledge.

Place :

Date :

VIRAL M KASUNDRA