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EMPLOYMENT VISA



English, Hindi, Gujarati

SKILLS SUMMARY

- Stores Management /
Warehouse Management
- Materials Management
- Sourcing & Procurement
- Sales, Stock Management,
Documentation
- Inventory & Vendor Management
- Process and Performance
Improvement

IT SKILLS

- ERP System
- Basic knowledge of AutoCAD, Pro-engineering
- Windows XP/Vista/7
- Basic knowledge of Microsoft office and internet.
- Ms Word: excellent skills in editing typing and maintaining documents.
- PowerPoint presentation: Extra ordinary skills in creating power point presentation.
- Excel spreadsheets: Excellent skills to create and maintain excel sheet on daily basis.

JAYNESH SONI

LOGISTICS OFFICER/ STORE EXECUTIVE PERSONAL PROFILE

I am an experienced and enthusiastic worker with 4 years of strong work history in the warehouse environment. I strive to give my best effort and have an excellent safety record throughout my entire career. I am extremely dependable and willing to put in overtime hours when asked. I aim to be a top member of my team and work hard to make sure my performance exceeds the company standard with my quality of work and time management.

WORK EXPERIENCE

Logistics Officer and Co-ordinator

Kuesters calico | Oct 2018 -Dec 2020

- Responsible for initiating sales calls to prospective or current clients
- Making them understand about product and package
- Prospect for leads and perform heavy cold-calling to build a pipeline of businesses
- Supervise accounts daily to retain existing relationships
- Responsible for price and service negotiation with customers and carriers
- Nurture new sales leads to secure business
- Responsible for offering quotes to current and prospective clients
- Responsible for supervising shipments until delivery completed to guarantee smooth
- operations and customer satisfaction
- Carry out research to identify companies not currently doing business with the organization
- Build relationship and sell to clients through phone or one-on-one.

Store Keeper

Indoanushka Steam Techanology | Aug 2017 - Sept 2018

- Keep a record of sales and restock the store accordingly, also preparing the list of fast moving, slow moving and not usable materia s. Manage and train store staff.
- Maintain receipts, records, and withdrawals of the stockroom.
- Evaluates the condition of production equipments and maintaining the inventory files. Receive, unload, and shelf supplies.
- Perform other stock-related duties, including returning, packing, pricing, and labeling supplies.
- Making waybill of the items going from store to another location of site.

EDUCATIONAL HISTORY

Bechalor of Engineering (7.38 CGPA)

Certificate of Completion | Mechanical Engineering |
June 2014 to july 2017)

Diploma Engineering (8.77 CGPA)

Certificate of Completion | Mechanical Engineering |
March 2011 to April 2014