



Resume

JIGAR CHANDRAKANT TANKARIYA

.: ADDRESS .:	
.: LOCATION .:	.: CONTACT US .:
Block no. 04, Kailash Tenement, Opp Old T.B Hospital, Ashapura Pan Street, Jamnagar-361008 (Gujarat)	Mobile No. : + 91 8160459761
	E-mail : tankariajigar@gmail.com

.: EXPERIENCE .:			
Organization	Designation	Duration	
		Starting	End
Gail India Ltd, Jamnagar (Contract Employee)	Store Executive	May 2015	Till Date
Ruby Credit Co-operative Society LTD, Jamnagar	Junior Officer	October 2012	May 2015
Fix Systems, Rajkot	Office Assistant	March 2010	Sep 2012

.: EDUCATIONAL QUALIFICATION .:			
DEGREE	INSTITUTE/UNIVERSITY	YEAR	CLASS
M.COM	Saurashtra University	MAY – 2014	60.15 % (FIRST)
B.COM	Saurashtra University	MARCH – 2012	58.00 % (SECOND)
H.S.C	G.H.S.E.B. – Gandhinagar	MARCH – 2009	58.75 % (SECOND)
S.S.C	G.S.E.B. – Gandhinagar	MARCH – 2007	48.15 % (SECOND)

.: PERSONAL INFORMATION .:
Date of Birth: 26th Jul, 1991
Marital Status: Married
Nationality: Indian
Language Known: English, Hindi & Gujarati.

:: Work Experience ::	
(1) Work Experience as a Store Executive in Gail India LTD (Contract Employee) (Jamnagar)	
• Indent Register/filling Requisition slip/ filling documents related files dispatch of DAKs related to C&P. • Plan for materials quantity for stores, including future stock requirements through tools for forecasting and previous records analysis • Store of up-to-date and accurate information about the company's employees. • Responsible for Material Accounting & preparing receipt • Follow up with Vendors for material. • Maintained all C&P & stores related Register. • Preparing & Maintaining of Monthly Reports, materials Reconciliations report. • Print Reminder letters for RFQ, Delivery of Material. • Receiving Verifying Quantity & Quality of material as per PO. • Overall responsibility of checking out deviations and control of stores inventories.	
(2) Work Experience as a Junior Officer in Rubi Credit Co Operative Society Ltd.(Jamnagar)	
• Maintaining the cash book, day book. • Voucher, receipts, and payment slip. • To verify the documents of the customer like membership form, KYC master form, scheme forms, book keeping etc. • Maintain Cash in office department. • Answering and Forwarding phone call and taking messages. • Prepare the all types registers. • Customer to meet in the office. • Maintain records for attendance, Salary Administration, Stationary indents, disbursement as required.	
(3) Work Experience as a Office Assistant in Fix Systems. (Rajkot)	
• Voucher entry, Make invoices. • Maintain Stock of sales and Purchase Products. • Maintain the Cash and register to shop. • Fill Goods Inward / Day Book/ Daily Collection Register • Ensure all storage facilities are in proper working order	
:: COMPUTER SKILLS ::	
Microsoft Office, Internet, Mail System, SAP(Basic Knowledge).	

Declaration: - Hereby, I declare that the above information according to my Knowledge is correct.

JIGAR CHANDRAKANT TANKARIYA

Signature