

CURRICULUM – VITAE

Address : 234, Premnagar,
Anil Vakil's Chawl, Nr. Hanuman Temple
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SHAILENDRASINGH VATHAM

PROFILE

Self motivated discipline committed to performance & have tenacity to beat odds and always strives for improved performance.

CARRIER OBJECTIVE

A Challenging Position in dynamic and progressive company where my creative talents & innovative capabilities can be efficiently utilized.

JOB EXPERIENCE

- | | | |
|------------------------|---|--|
| 1. Company Name | : | The Grand Bhagwati Hotel & Banquets LTD |
| Job Designation | : | Store In-charge, Purchase Ordering &
Data Inventory Manager
Generating PO by FIFO system |
| Work Area | : | Food Production |
| Work Period | : | Since Last 1 Years |
- | | | |
|------------------------|---|---|
| 2. Company Name | : | Narayani Hotel & Resort LTd. |
| Designation | : | Purchase Executive & Store In-charge |
| Job Designation | : | Managing Data Inventory
Generating PO by FIFO system |
| Work Area | : | Food Production |
| Work Period | : | 4 Years |
- | | | |
|------------------------|---|---|
| 3. Company Name | : | The Grand Bhagwati - Hotel Crown Motera Stadium |
| Designation | : | Purchase Executive & Store In-charge |
| Job Designation | : | Managing Data Inventory
Generating PO by FIFO system |
| Work Area | : | Food Production |
| Work Period | : | 2 Years |
- | | | |
|------------------------|---|---------------------------------------|
| 4. Company Name | : | Hotel Comfort Inn |
| Designation | : | Purchase Executive & Store Supervisor |
| Job Designation | : | Managing Data Inventory |
| Work Area | : | Food Production |
| Work Period | : | 1 Year |

5. **Company Name** : **The Grand Bhagwati Hotel & Banquets LTD**
Job Designation : Store In-charge
Generating PO by FIFO system
Work Area : Food Production
Work Period : 4 Year
6. **Company Name** : **ICICI Bank**
Job Designation : Documents Verifier
Work Area : All Types of Bank Account Opening
Work Period : 2 Years

PERSONAL SKILLS

1. Comprehensive problem solving abilities.
2. Excellent verbal and written communication skills.
3. Willingness to learn.

ACADEMIC QUALIFICATION

- S.S.C. Examination passed with second class for G.S.E.B. Gandhinagar in 2003.
- H.S.C. Examination passed with second class for G.S.E.B. Gandhinagar in 2005.
- Bachelor of Arts (English) for Gujarat University in 2008

PERSONAL DETAILS

- **Full Name** : SHAILENDRASINGH MATRELAL VATHAM
- **Date of Birth** : 14th Jan 1988
- **Gender** : Male
- **Marital Status** : Married
- **Nationality** : Indian
- **Languages Known** : English , Hindi and Gujarati
- **Hobbies** : Reading Books and Music

Computer Skill

- MS Office & Internet with A Grade
- Tally
- IDS Software Operator

DECLARATION

All the Information mentioned above is true and best of my knowledge.

Date :

Place : Ahmedabad

(SHAILENDRA SINGH)