

CURRICULUM – VITAE

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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)