

Curriculum Vitae



Personal Profile

Name	Vishal Gautam
Father's Name	Mr. Hari Shankar Singh
Address	Flat no. 254, Sector-57, SAS Nagar Mohali, Punjab 160055
Contact	+91-9888890774
Email	Vishal26.katoch@gmail.com
Linguistic Abilities	English, Hindi, Punjabi and French-1
DOB	26 TH December 1997
Nationality	Indian
Marital Status	Single

Career Objective

To acquire a position that gives me opportunities to accept the challenge, create idea in an organization where I can get maximum exposure where I can feel to be a part of the organization.

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Education and Qualification

Years	Education
2016-19	Graduated in Bachelor of Business Administration (BBA) in Finance from Chandigarh University (CU), Chandigarh-Ludhiana Highway
2014-16	Intermediate of Non Medical from Sri Harkrishan Model School, (affiliated to Central Board of Secondary Education ,CBSE) , Sector-38 Chandigarh
2013	Matriculation from ST. Xavier's High School-71 (affiliated to The Indian Certificate of Secondary Education , ICSE) , Sector-71, Mohali

Internship

- Summer Internship
Organization: BROOKE'S AND HADLEE FABRICATORS PVT. LTD.
Duration: 6 Weeks
Project: Working Capital Experience

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Experience

Commercial Executive

Kandhari Beverages Pvt Ltd,
(Coca Cola) Chandigarh,
July 2022 to Present.

1. Purchasing for packing Material, Cans, Labels, Gases, Chemicals & Glues for all Plants & Depots of Kandhari Beverages.
2. Calculation of Requirements against forecast.
3. Daily Production Calculation/ & Managing Requirements through Trackers against Growth data provide by sales Making Approval of Rates.
4. Making of Purchase order & Arranging Material as per Production Run.
5. Reconciliation of accounts.
6. Arranging Transportation for Inter unit Transfers.
7. Making Bulk Payments Plant wise.
8. Taking follow with vendors for earliest dispatch of goods.
9. Resolve quality issues in raw material and packaging material coordinate with quality department and with vendors.
10. Major Items Handling Cans, Labels, Chemicals, Gases, Glues, Dust caps, Seals, Biomass Briquettes, Biomass pellets, concentrate, Pulp, Laminates, printing etc.
11. Handling Transportation expenses of Sugar, Pulp, Concentrate & Can Body.
12. Negotiating Rates of Freights as per the current scenarios of diesel rates.
13. Making Purchase Orders of Freights after the Fixing rates as per freight control account.
14. Verifying the Bills of freights as per the approved rates
15. Taking follow up of daily loading & unloading of vehicles.

Procurement executive

Organization: STINGWELL HEALTHCARE PVT. LTD.

Duration: from July 2019 to July 2022

JD- buying, sourcing, vendor management, vendor onboarding, negotiations, bidding, tracking and all other work related to procurement ,Imports.

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Certificates

6 Months Diploma in Office Management from Brilliant Computer Education, BCE Mohali (Registered by Govt. of India)

HTML Programming from NIIT Mohali

Notable Accomplishments

- Participated in Event Coordinator for Departmental Seminar And Events
- Participated in Inter Departmental Deflector Competition in college was awarded 1st for the same
- Awarded 1st in Inter Department Ad Mad Competition
- Awarded 3rd in Bid Hunt Competition
- Class Representative for 2 years
- Merit in NIIT Search organized by NIIT Swift
- Participated in NIIT Search was awarded for the same
- Awarded 8th in Ace North India Talent Search Examination
- Participated in Aakash National Talent Hunt Exam was awarded for the same
- Participated in U-13 The Clive Shear Cricket was awarded for the same
- Participated in National Hand Writing and Colouring Contest 2009 organized by the National Institute' Students Development Society' Pune-28 (Maharashtra State)
- Participated in Funcity Carnival 2005 in association with Pidilite was awarded for the same

Technical IT Skills

- Oriented in Microsoft Office Applications such as:
 - ◆ Microsoft Office Word
 - ◆ Microsoft Office Excel
 - ◆ Microsoft Office Powerpoint

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- Capable of editing pictures, files and presentation using different Microsoft Windows Applications
- HTML/DHTML

Individual Abilities

- General Management
- Executive Team Leadership
- Interpersonal Communication Abilities
- Adaptability
- Motivated
- Time Management And Multitasking
- Organization and Prioritization
- Analytical Thinking
- Accuracy and attention to details

Hobbies

- Love to Travel Across Different Places
- Socializing with People from Different Cultures
- Life to Volunteer for Social Causes
- Playing Cricket

Declaration of Validity of Information

I hereby swear and attest that the information stated above is true and factual to the best of my knowledge and belief.

Place – Mohali

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