

**DEVENDRA M RAVAT**

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Near Dubai Museum Bur Dubai
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To secure a unique opportunity in well established Organization, where I can utilize my experience and skill of Knowledge and serve the company better.

WORK HISTORY

1. Purchase / Procurement Executive – Mausam Foodstuff Mills & Packaging Industries LLC Dubai UAE Since -Jan’ 2017 to still working. (Trading and Import Export of Foodstuff Pulses, Spice, Rice, Sugar, Tomato Paste and HoReCa Items, Sparkling Water Manufacture of Rose Water & Vinegar)

2. Accountant – Prateek General Trading LLC Dubai UAE Since -Feb’ 2015 to Nov 2016. Company is Trading and Import Export of Rice, Sugar, Pulses

2. Accountant – Supreme Plastics Industries LLC Dubai UAE Since -April’ 2011 to Oct 2014. Company is manufacturing Plastic CAN Bottle for Oil and Food Industries.

Currently using company Software program and I have good knowledge of Tally ERP software

- Tracking daily Records of Inventory with Expire Date.
- Send Inquiry to Supplier as per requirement compare price and quality, negotiate Payment term
- Tracking Daily Purchase order / receive goods / Quality
- Daily Sales Order forward to Logistic and keep record of delivery.
- Maintain good relationships with suppliers and renegotiate prices on a regular basis.
- I have good knowledge of Import Export Online documents like Chamber of Origin Export Health certificate, Import release container process, MOFA Attestation
- I have good knowledge of UAE VAT, I have good knowledge of All Foodstuff Items HoReCa
- I have good knowledge of Government Online services Like DED, RTA, Dubai Municipality

EDUCATIONAL QUALIFICATION :

Graduation in **Commerce (B.Com)** with Accounts & Auditing subject From The Maharaja Sayajirao University of Baroda Gujarat India.

PROFESSIONAL QUALIFICATION :

Very Good Command over **MS Excel, MS Word, Power Point and Email.**
Basic Knowledge of **HARDWARE AND NETWORKING**

PERSONAL DETAILS

Birth Date : 5th September 1980
Marital Status : Married
Language Known : Gujarati / Hindi /English
Nationality : Indian
Passport No. : S8779176 Issue from Dubai UAE Exp. Dt 10/10/2030
Visa Status : Visit Visa Till 07/06/2024

FAMILY DETAILS

Father Name : Late Shri Manshankar Ravat
Mother Name : Rupaben Ravat (Housewife)
Spouse Name : Shina Ravat (Housewife)
Child Two : Daughter & Son

Declaration

I hereby declare that the above mentioned information is true to the best of my knowledge. I will try my level best to put all work and effort for the well-being of the enterprise. I am disciplined and well adaptable to any of the situations.