


Administrative Staff

Employee Name	Mr. Ajay Kanjibhai Chavda	
Designation	Store Officer	
Email	Ajaychavda118@gmail.com	
Qualification	M.Sc. Microbiology	
Joining Date	01 st December, 2022.	

Job Description	<p>1) Store work</p> <ul style="list-style-type: none">a) To maintain all the documents up to date. & Keeping records and inventory of stock in store. & Manage the store layout.b) To check the materials thoroughly for quality, quantity, specification condition, condition etc. & verify all the incoming material according to SOP Standard.c) To issue materials to the departments as per the indents.d) To pass the bills of the materials received from vendor and send it to Accounts department for payment.e) To take action for disposal of scraps materials as per the procedure. <p>2) Purchase Work</p> <ul style="list-style-type: none">a) Central Store & Purchase co-coordinator.b) Overall supervision of Stores & Purchasec) Various documentation for store & purchase<ul style="list-style-type: none">i. Submissionsii. Tender Specificationsiii. Purchase orders etc.d) Store purchase portal entries of goods received.e) Reviews and processes purchase orders. & Schedules deliveries and ensures timely fulfilment of orders.f) Maintains records of goods ordered and received.g) Negotiates prices and contracts with suppliers.h) Builds and maintains relationships with vendors.i) Selects prospective vendors and negotiates contracts.j) Performs other duties as assigned.
-----------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Training / Workshop /
Seminar Details

-

GUJARAT TECHNOLOGICAL UNIVERSITY

SCHOOL OF PHARMACY