

RAJESHKUMAR G

138, AngammalLayout

LawleyRoad

Coimbatore-641003

Contact: 9976775977

Email: rajeshkumarganes@gmail.com

OBJECTIVE

To work in a professional environment where my potential will be utilized to the maximum. I will be able to design and implement new concepts and loyal to the company

ACADEMIC QUALIFICATION

Course	School/College	Board/university	Year of passing	Percentage/CGPA
MBA Marketing &HR	Rathinam Institute of Management, Coimbatore	Bharathiyar University	2018	68.0
BCA	SriKrishna Arts & science College, Coimbatore	Bharathiyar University	2016	59.9
HSC	Shree Baldevdas Kikani Vidyamandir Hr.SecSchool, Coimbatore	TamilNadu State Board	2013	70.0
SSLC	Shree Baldevdas Kikani Vidyamandir Hr.SecSchool, Coimbatore	TamilNadu State Board	2011	81.0

PERSONAL TRAITS

- Passionate Leader
- Critical thinker
- Self-Confident
- Quick learner
- Good Planner and talented Organizer

INDUSTRIAL EXPOSURE

- Undergone training in EDS Technologies, Coimbatore.(APRIL-2015)
- Undergone Summer Internship Training in RVS Spinning Mills Pvt.Ltd., Coimbatore.(APRIL-2017)

CO-CURRICULAR ACTIVITIES

- Participated in Marathon and Sports Meets
- Participated in Awareness Events
- Own Prizes in Sports in School Level

EXTRA CURRICULAR ACTIVITIES

- Class Representative.
- Actively Participated in NSS & NCC.
- Ambassador for Edudharma, a social entrepreneurship start-up.

ACHIEVEMENTS

- Won 1st Prize tamil events at school level
- Won 2nd prize in football school team
- Completed Prathmic and Madhyama examination
- Won prize in quiz competition during MBA.

WORK EXPERIENCE

Company name: Envision Software Engineering Pvt. Ltd.,

Role: Supply Chain Executive

Experience: 1.5 years

Responsibilities:

- Prepared, maintained and reviewed purchase order reports and price lists.
- Prepare monthly SOP and review with management and generate Master Production Schedule while balancing supply and demand.
- Identify and implement inventory planning optimization ideas to achieve business objectives, inventory targets, and improve inventory planning.
- Analyse purchasing history, review Price Purchase Variance, take action to achieve operation cost saving yearly.
- Update and review ERP system master data as related to production planning, inventory and sourcing activities.
- Prepare forward planning of work schedules when receiving new work orders.
- Control and verify stock discrepancies.
- Ensure all materials are procured with sufficient receiving lead time as per plan required date.
- Minimize materials data entry error and rectify root cause for any discrepancy.

Company name: Hexa Anti-Aging & Preventive clinic

Role: Admin & Operations manager

Experience: 3years

Responsibilities:

- Supporting company leadership and supervising administrative department activities for staff members.
- Greeting office visitors and directing them to the appropriate parties.
- Handling basic office tasks such as filing, delivering mails, answering mails and phone calls, and data entry.
- Coordinating schedules and managing calendar for multiple parties to ensure that activities are properly arranged with no conflicts.
- Making travel arrangements and preparing documents, presentation materials, and facilities for meetings.
- Entering and updating company, employee, and client records.
- Ordering, storing and distributing office supplies.
- Maintaining, repairing or replacing office equipment.
- Directing, reviewing and optimizing office operations to increase accuracy, productivity, and efficiency and reduce costs.
- Provide basic bookkeeping services.

PERSONAL PROFILE

Father's name : Mr.T.Ganesan

Date of Birth : 03/10/1995

Languages Known : Tamil, English (Read, Write & Speak), Hindi(write)

Hobbies : Dancing, playing football, reading novels.

Date:

Place:

(RAJESHKUMARG)