

G.RAMARAJAN



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SUMMARY:

To develop myself as a talent professional in a innovative, challenging environment to effectively utilize as well as enhance my skills and expertise to increase the productivity & growth of company.

WORK EXPERIENCE:

S NO	Company Name	Designation	Experience
1	COVAI CASTINGSS INDIA PRIVATE LIMITED	Account Assistant & Purchase and store Executive	2.1 Year's (October 2017To November 2019)
2	JGRAND AGRO TECH PVT.LMT TRACTOR SHOW ROOM	Showroom Incharge Admin, Cashier	3.3 Year's (May 2020To August 2023)

ROLES ANDRESPONSIBILITIES:

- Accepting Payments,Integrity,Basic Math,Attention to Detail,Accuracy,Cash Management.
- ❑ Maintain records of Inward and Outward of stocks.
- Identifying requirements for goods, materials and services.
- Identifying reliable suppliers.
- Price negotiations.
- Prepare and process requisitions and purchase orders for supplies and equipment.
- Review quality of purchased products.
- Prepare reports on purchases including cost analysis.
- Comparison of delivery terms.
- Coordinating delivery with the warehouse against storage capacities.

TECHNICAL SKILL Ur'S:

- **Packages** :Microsoft Office , Anims,E-Way Bill

EDUCATIONAL OUALIFICATION:

2013 BCOM from Sankara college of science and commerce, Coimbatore.

2010 HSC fromGovt Hr Sec School, SS Kulam, Coimbatore.

2008 SSLC from Govt Hr Sec School, Coimbatore.

EXTRA CURRICULAR ACTIVITIES :

- Won Winners in Cricket Match in intra college levelCompetition
- Interested in VOLLEYBALL , BADMINTON, CHESS, CARROM

WORKSHOP AND SEMINARS:

- Participated an International Workshop on “**ENTREPRENEURSHIP**”at SankaraCollegeofScienceandCommerce, Coimbatore.

PERSONAL SKILLS:

- Hard worker & Quick learner

PERSONAL DETAILES :

Fathers's Name : R.Ganesan

Date of Birth : 10 June 1992

Gender : Male

Marital status : Single

Nationality : Indian

Hobbies : Playing Cricket, Listening Music

Language Known : Tamil and English, (Telugu – **Speak Only**)

Address : 6/523, Thelungupalayam, Pillaiappampalayam(Po),
Annur (Tk), Coimbatore - 641653

Declaration:

I hereby confirm that the information given above is true and correct to the best of my knowledge.

Place : Coimbatore

(Ramarajan.G)