

## RESUME



**S.SELVAKUMARAN**

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**THIRUMULLAIVOYAL, CHENNAI**

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### **EDUCATIONAL QUALIFICATION:**

**B.SC MATHEMATICS (1992)**

**AMIE SECTION-A (MECHANICAL) (1988)**

**P.G.DIP.IN MATERIALS MANAGEMENT(1999)**

**P.G. DIP.IN HOSPITAL MANAGEMENT (2003)**

**BASIC TALLY KNOWLEDGE AND ACCOUNTS OPERATION.**

**VERY GOOD PRACTICAL KNOWLEDGE IN MS WORD, EXCEL, MAIL COMMUNICATION, LETTER CORRESPONDENCE.**

### **WORK EXPERIENCE:**

1.4 YEARS AS PRODUCTION EXECUTIVE IN MVR INDUSTRIES AT QUILON, KERALA (1993-1996) (LEADING CASHEW KERNAL EXPORTERS) WORKERS CAPACITY OF MINIMUM 500 TO 1300. THE FACTORIES TAKEN BY LEASE AND WE HAVE LOOKED AFTER COMPLETE PROCESSING AND REPORTS TO THE MANAGEMENT ON DAILY BASIS. (PROCUREMENT, SOURCING, LOGISTICS, QUALITY CONTROL, PROCESSING FROM NUTS TO KERNELS, GODOWN MAINTAINING, OTHER ADMIN ACTIVITIES) etc.,

2. 4 YEARS AS COMMERCIAL SUPERVISOR/STORES SUPERVISOR IN ASA MACHINE TOOLS, HYDERABAD , ANDHRA PRADESH(LEADING WIRE DRAWING MACHINE MANUFACTURERS)(1997-2000)MAINTAINING STOCK LEDGERS/BIN CARDS,RECEIPTS,ISSUES SLIPS,GRN,PURCHASE ORDERS,57F4 FORMS,INTER FACTORY TRANSACTIONS,PURCHASE INDENTS,PURCHASE NEGOTIATIONS,SUB CONTRACT JOBS,CENTRAL EXCISE,ETC., REPORTING TO MATERIALS MANAGER.

3. 10 YEARS WORKED AS STORES MANAGER - CLIENT DELIVERY IN FIREPRO SYSTEMS LIMITED ,LEADING FIRE PROTECTION PROJECT UNIT AT CHENNAI,ORGANISING THE STORES AT SITES,TRAINING THE STOREKEEPERS, REGULAR AUDITING AND IMPROVISING THE SITE STORES AT VARIOUS LOCATIONS COORDINATING WITH OTHER TEAMS, REPORTS, LOCAL PURCHASES, BILLING,PLANNING,REVIEWS,REPORTING TO GM (FROM 2001-2011)

4. 3 YEARS WORKED AS CHIEF FACTORY MANAGER IN RAJKUMAR IMPEX P LTD AT TIRUVANNAMALAI . LEADING CASHEW IMPORT AND EXPORT UNIT @TIRUVANNAMALAI IN TAMIL NADU. ADMIN,STORES,LOGISTICS,TRANSPORT &MAINTANANCE OF FACTORY,LOCAL ADMIN.,RECRUITMENTS,PRODUCTION & MAINTANANCE OF ALL MACHINARIES, REPORTING TO CHIEF GENERAL MANAGER.(2012-2015)

5.WORKED AS OFFICE EXECUTIVE IN PROPRIETOR FIRM AT CHENNAI . MAINTAINING AND MANAGING OVERALL ADMIN. ACTIVITIES,PETTY CASH, OFFICE MANAGEMENT,FILING,STOCK MAINTANANCE, HOUSEKEEPING, PURCHASE FOLLOWUPS, ETC.,. (2016 – 2020)

**PRESENTLY LOOKING FOR SUITABLE JOB POSITION.**

**JOINING PERIOD : IMMEDIATE**

SALARY EXPECTED: AS PER NORMS

**PERSONAL DETAILS:**

FATHER'S NAME :K.SAMBANDAM

MARITAL STATUS : MARRIED

DATE OF BIRTH : 29.06.1966

NATIONALITY : INDIAN

LANGUAGES KNOWN: **TAMIL, ENGLISH, TELUGU, MALAYALAM**

**PLACE : CHENNAI**

**DATE :**

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