Nandakumar KL

Mobile: 9845054491

Email: kaipunanda444@yahoo.com

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| Objective |

Seeking a work to utilize my skills and abilities in a progressive firm, which provides a good working environment and offers Professional growth, while being resourceful, innovative and flexible

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| Qualification |

Bachelor of Science (BANGLORE UNIVERSITY)

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| COMPUTER SKILLS |

* MS-TOOLS : MS-OFFICE

(Using of MS-WORD, EXCEL AND OUTLOOK EXPRESS)

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| Strengths |

Better time management capability.

* Can work efficiently in a group, as well as an individual and

Take up responsibilities.

* Good communication skills.

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| Experience |

Working as Admin Executive for the **SGM LAB SOLUTIONS**

Looking after the operations in the stock room like Inward and Outward of the

Material.

Looking after the House keeping, managing total house keeping activities in the office premises.

Looking after Security operations and maintaining the security for the total office.

Looking of the office work stations maintaining the office vendor of the day to day Admin Activities

Arranging the traveling, accomdation, transportation for the guests

Maintaining the petty cash, managing the bank works

Arranging the Meetings

Handling of the Statutory Department like Labour, VAT Registrations & other related govt works

Worked as REGIONAL CO - ORDINATOR in the

**ROBINSONS CARGO & LOGISTICS Pvt Ltd** for the period of Two Years

CLIENT: NOKIA INDIA PVT LTD

Looking after all operations in the south Regions

Job Responsibilities Include

Coordinating with the Nokia Vendor for the Materials & also with the Transportation

Arranging the Pickups to Transportations on daily basis

Looking after all the shipments are delivering in time or not to the Nokia Distributors

Taking the right Judgment if it is undelivered in time

Preparing the MIS (Management information System)

CLIENT: ION EXCHANGE INDIA LTD

Working as a ADMIN CUM OPERATION EXECUTIVE operations executive of the

ION EXCHANGE INDIA LTD

1. INWARD SECTION

INCOMING MATERIAL

Physically checking the stock as of the Invoice and taking to Inward with Correct Weight & UNIT NUMBER

2. MATERAL SEGREGATION

After taking the material we will segregate the MATERIAL according to the STN OR INVOICES, after checking the material physically with the INVOICE OR STN then we will GIVE THE PROOF OF DELIVERY TO LSP

3 . MATERIAL RECIVED NOTE (MRN)

After checking all we will take the MRN according to the INVOICE OR STN

IN CITRIX SOFTWARE

OUTWARD SECTION

1. INTERNAL SALES ORDER (ISOS)

As of the orders of the customer according to that WE WILL take the SALES ORDER

2. RAISING THE INVOICES

AFTER taking the sales order we will raise the INVOICES

3. MATERIAL DISPATCH

After raising the INVOICES we will pick the material according to the INVOICES with the physically counting with us

4. SECURITY CLEARENCE

After physically counting by the Security Person then we will forward to the LSP (LOGISTICS SERVICE PROVIDER)

5. INVENTORY CHECKING

AFTER the complete operations we will check the INVENTORY ON DAILY BASIS

Sending the Reports OCR (Order Compliance Report)

MIS UPDATIONS

ADMIN ACTIVITIES

Handling the Cash In the Hand (Petty Cash)

Taking the bills of the internet and Reliance

Making payment in the due date to all vendors

Looking of the Stationary Items & arranging the Filling

Looking of the House keeping

Handling the Office and warehouse keys

Arranging the Guest Houses/Hotel as per request to the higher official

Status of snag list to be forwarded to Admin Manager on monthly basis

Maintaining the status report of AMC/RC’s and Lease Documents.

 Preparing of Monthly Reports of the Admin functions and also MIS Reports of the Logistics operations

  Follow Standard Operational Procedures and processes.

**EXECUTIVE CABS**

Work responsibilities include:

Sending quotations to the company

Filling the records

Generation of invoices to company

Looking of administrative Works such as House keeping. Office expenses.

Handling Basic email responses and general enquiries over Attending phone calls and general enquiries over the phone Coordinating & monitoring the office supplies and supervising the house keeper and Good written and communication skills

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| Personal Profile |

Father’s Name : K.S.LAKSHMI NARAYAN MURTHY

Mother’s Name : K.L.RUKMINI

Date Of Birth : 28-02-1985

Sex : Male

Nationality : Indian

Marital Status : Unmarried

Languages Known : English, Telugu and Kannada

Hobbies : Listening to songs,

Reading Books,

Practicing Yoga.

Permanent Address: K.S.LAKSHMINARAYANMUTRHTY

#13, PipelineRoad, Anantha

Murthy Layout Srinagar

Banglore-560050

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| Declaration |

I hereby declare that the information provided above is true and correct to the best of my knowledge and assuring you my services to the satisfaction.

Thanking you,

Place:

Date: K.L.NANDAKUMAR