

MADHUMITHA G S

Bachelor of Mechanical Engineering | Email: madhu711357@gmail.com | Phone: 8220422170

CAREER OBJECTIVE:

- To work efficiently in the organisation.
- Using my past experience to give better output from my side to the organisation.

CORE SKILLS:

- Procurement And Material Planning
- Inventory and Material Management
- Sales and Customer Support

EDUCATIONAL QUALIFICATIONS:

- **B.E:** Mechanical Engineering- KPR Institute of engineering and Technology – 7.41 CGPA
- **HSC:** Amala Matriculation Higher Secondary School – 88%
- **SSLC:** Amala Matriculation Higher Secondary School --86%

PROFESSIONAL EXPERIENCE:

- Worked as Mechanical Electrical Plumbing Assistant in **LARSEN AND TOUBRO HEAVY CIVIL INFRASTRUCTURE (Chennai metro rail BWUG02)** for **10 months** (May-2018 to April-2019) of period.
- Worked in **FAIVELEY TRANSPORT RAIL TECHNOLOGIES INDIA LIMITED SUPPLY CHAIN MANAGEMENT(SCM)** as GRADUATE APPRENTICE TRAINEE (GAT) from May-2019 to May-2020 (HOSUR).

ROLES AND RESPONSIBILITIES:

- Preparing Material Transfer Certificate for on-time material movement.
- Releasing Manufacturing Order (MO) and Purchase Order (PO) for materials.
- Raising Purchase Requisition (PR) as required.
- Arranging materials as per project requirements.
- Following subcontractors for materials.
- Arranging logistics for material collection.
- Timely checking and submitting logistics bills and subcontractor bills.
- Maintaining project documentations.
- Responsibility for following daily progress in the site and submitting it on time.
- Timely preparing and Submitting MEP bills.
- Timely preparing and submitting of RFI.
- Maintaining good quality & ensure safety precautions during project execution.
- Maintaining project documentations.

COMPETENCIES:

- Excellent written and verbal communication skills.
- Exceptional interpersonal skills and relationship building.
- Used to work in **Infor M3** and **MS Excel**.
- **Microsoft Suite** (Word, Excel, PowerPoint).
- **Adaptable and flexible.**
- Prioritize and follow-up effectively both internally and externally.
- In-depth knowledge of supply chain management and procurement, **Solid works, Creo and Ansys.**

LANGUAGES KNOWN:

- Tamil – Read, Write and Speak
- English – Read, Write and Speak

DECLARATIONS:

I hereby declare that the above given information all is true to the best of my knowledge.

Date:

yours faithfully

Place:

MADHUMITHA G.S