

MOHANRAJ.P

pmohanrajlp@gmail.com

Contact No

9445552195

Permanent Address

LalapuramVillage,
Lalapuram Post ,
TirumangalamTaluk,
Madurai Dist.-625707
Tamil Nadu,
India.

Personal Information

Date of Birth 17.07.1991
Age 28
Sex Male
Marital Status Married
Nationality Indian
Father's Name S.Pandi

Languages Known

Mother tongue: Tamil

Read: Tamil, English
Write: Tamil, English
Speak: Tamil, English, Hindi, Telugu

Job Location:

Willing to Any where Tamilnadu

Career Objective

To work in an active environment this will provide me an opportunity to utilize my caliber to the fullest extent and will help in mutual growth.

Academic Profile

Qualification	Board / University	Year Of Passing	% of Marks
B.SC in Computer science	Sri NagalakshmiAmmal college of sciences (Affiliated to Madurai Kamaraj University).	2008-2011	66.7
HSC	Govt.HigherSeconda ry School, Kalligudi.	2007-2008	56.6
SSLC	Govt.HigherSeconda ry School, Kalligudi.	2005-2006	60.8

About Myself

- Hard Working
- Easy Moving and Flexible
- Good Team Spirit
- Optimistic

Additional Skills

- MS office
- Effective sales, negotiation and relationship management skills
- Tally ERP –Inventory software Working Experience.
- Strong leadership, management and motivational abilities
- BASF –Micro men for construction software working experience

Personal Traits

As I believe **HARDWORK** is the key to **SUCCESS** and **CHARACTER** to **PERSONALITY**, I always keep myself Proactive, Industrious and Good natured.

EXPERIENCE

9 YEARS

ANNUAL INCOME

3.24Lac

1.KSV CONSTRUCTIONS LTD , CHENNAI

Key Projects Executed

Admin&Store Asset (May 2011 to Oct 2012)
Admin&Store In charge(2012 to Nov 2017)

Title I.Aravind Remedies Ltd , Thiruvallure
II. Simpson Bangala,Chennai
III.SankaraNathralaya Hospital - Nungabakkam,Chennai
IV.Haworth India (p) Ltd,Sriperambudur,
v. Sundram fasteners ltd ,Mahindra world city
vi. SpiraxSarco India p ltd , Mahindra world city
vii. Saint Gobain glass (coater) India ltd ,Sriperambudur
Vii. Saint Gobain Float 2 ,Sriperumbudur

2. ANGLE AND SQUARE ENGINEERING CONSTRUCTIONS

Store In charge(Nov 2017 to Oct 2018)

Key Projects Executed

I.Foxcon India Ltd – Sriperumbudur,Chennai

II.CeatTyres Ltd – Sriperumbudur,Chennai

III. Apollo Tyres Ltd – Oragadam ,Chennai

IV.Berger paints ltd – Puducherry

3.Vijay Raja's Vrist Pvt Ltd- Chennai (Vijay Raja Group of company)

November -2018 to Till now

Position: Sr.Store In Charge at Interior Factory

- Flush Door /Laminate door/ manufacturing unit
- Modular Furniture interior manufacturing unit
- Wooden Creativity products
- Window manufacturing unit
- Teak wood Doors and Frame manufacturing unit
- Wooden Furniture manufacturing

ROLES AND RESPONSIBILITY:

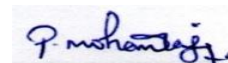
1. Maintaining the Stock Inward & Outward documents and issue register.
2. Preparing Stock Ledger as per Software.
3. Coordinating with Production in charge, Head office staffs.
4. Preparing monthly stock statement.
5. Organizing work by ordering & follow up with supplier and Clients.
6. Checking the bill of quantity as per Drawing.
7. Raising the MRN for Materials & Equipment's.
8. Verifying the receipts with Orders and confirm the specifications. Preparing GRN and submitting the bill along with backup Document to accounts.
9. Receipt / Issue / Transfer of Materials & Equipment's.
10. Responsible for safe custody & physical control of all received Materials
11. Daily closing of stock books.
12. Checking the quality of FG goods and inspect the QC after delivery of materials.
13. FG material Dispatched after BOQ Quantity vs Actual Quantity preparing material Cost report.
14. Responsible for the day to day functioning of Assets operation including requisitioning, receiving, Storing and distributing stocks to the Factory.
15. Identification of unwanted materials.
16. Control the Stock Level of regular items.
17. Efficient utilization of resources in stores.
18. Basic knowledge of construction and Wood related materials will be an added advantage.
19. Keeping good relationship with vendors, suppliers etc.
20. Coordinating with Purchase department for timely processing of Indents.
21. Submission of periodical MIS reports to Head Office. (Daily /Weekly /Monthly)
22. Inspects and investigates damages or loss of materials and raises necessary Discrepancy reports to the Supervisor.
23. Follow up with our internal transportation and coordinate for timely dispatch and Delivery of goods.
24. Ensure to get advance information of loading dates and return of goods from site in coordination with the Operation Coordinator.

DECLARATION:

I, Mohanraj.P hereby declare that the information furnished above is true to the best of my knowledge and belief.

Place : Chennai

Signature



Date :

(MOHANRAJ.P)