## Rajesh Arul

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Mobile: +91 6380 793 665 - INDIA.

**Objective**

To make a mark in latest technologies and thrive towards achieving higher standards through innovation and constant learning thus effectively using my skills for the success of the organization.

##### Experience Summary

Company Name : Tech Auto Pvt Ltd., Hosur.

    Designation : Sr. Executive – SCM.

    Process : Procurement of RAW Material and Suppler Follows.

    Location : Hosur.

    Period : June 2018 to still now.

Company Name : Cosmoplast Al-Riyadh Company (L.L.C), Kingdom of Saudi Arabia.

    Designation : Store Manager

    Process : Finished Goods, Raw Materials and Production department.

    Location : Al-Riyadh (SaudiArabia)

    Period : Sep 2014 to Dec 2017.

Company Name: HDFC LIFE Insurance

    Designation : Relationship Manager

    Process : Direct Sales & Customer Service

  Location : Coimbatore

    Period : Oct 2013 to August 2014.

Company Name : Gem Paints Limited, Coimbatore.

    Designation : Sales Executive

    Process : Direct sales &Customer Service

    Location : Coimbatore

    Period : Jan 2011 to Sep 2013.

**Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree** | **Name of College** | **Name of university** | **Year of passing** |
| MBA (HR& Finance) | Dr.SNS College of Arts and Science-Coimbatore. | Bharathiyar  University-Coimbatore | 2010 |
| B.com ( CS with CA (Finance) | Bishop Ambrose College – Coimbatore. | Bharathiyar  University-Coimbatore | 2007 |

Responsibilities in Tech Auto

* Purchase order and prepare through ERP SOFGEN system.
* PO share to suppliers.
* Prepare the Monthly schedule define sheet to share the schedule to all suppliers.
* Get dispatch commitment from supplier through Mail.
* Prepare the monthly supplier performance Rating.
* Low level category suppliers Action plans (If any line stop and short supply).
* Low level category supplier development
* Control the inventory
* Maintain the store stock status. And 5s.
* Training to work instruction through unloading and Loading materials.
* Review the material inward controlling.
* Following the logistics ( Customer dispatch material and Inward material)
* Co-ordinate with Accounts team for Supplier payments
* Monitoring the line stop details to In-house production parts.
* Focus on Rework material ( Production Rework materials)
* Maintain the 5 – 7 days stock at store.

Responsibilities in Cosmoplast Al Riyadh Company(L.L.C)

* Purchase order and prepare through ERP BAAN / INFOR system.
* Support for ISO and SASO Certificate. (Saudi Arabian Standard Organization).
* Control the store in charge and supervisor.
* Co-ordinate with sales department for delivers and checks the finished goods.
* Supporting to accounts department.
* Re- checking materials, Issued to production & received finished goods through ERP BAAN / INFOR system (day-to-day activities).
* Received the raw material through ERP BAAN / INFOR system.
* Manpower control for store department.
* Control the all type of materials & finished goods.
* Every month physical audit for stores (Finished goods and raw materials). Submit the Monthly report to Accounts & purchase department.
* Checking Invoice and delivery notes (Daily basis).
* Control over transport and in charge to deliver finished goods.

Responsibilities in Gem Paints LTD

* Direct contact with customers to sale the product.
* Handle customer complaints.
* Get new customers and sale new products.
* Implement of new product to customers.
* Prepare the delivery notes & Invoice through ERP TALLY 9.0
* Top performance for the year. 2011-2012.
* Support the customer according to the company polices.
* Arrangement of the trucks and delivery products to the customers, on time.
* Improving sales

**Technical Skills**

* ERP BAAN, INFOR.
* ERP Sofgen.
* MS Office
* ERP Tally
* VB- programming
* C- Language

**Interpersonal Skills**

* Self confidence
* Effective communicator
* Work with involvement and interest
* Work with team
* Type writing
* Creative thinker

**Personal Details**

Name : Rajesh Arul

Sex : Male

Marital Status : Marred

Father’s Name : Mr. A.Arul.

Born : June 07th, 1986.

Nationality : Indian.

Religion : Christian.

Residential Address : No.12, Nehruji Nagar,

Gandhij Road,

Rathinapuri post,

Coimbatore-641027.

E-Mail : arkjesh@gmail.com

Languages Known : Tamil, English, Hindi, Malayalam, and Arabic.

**Affirmation**

I hereby affirm that all particulars mentioned in this document are true and fair to the best of my knowledge.

Signature

(RAJESH ARUL)