# RESUME

**RAJAN.S Mobile. No: 8610615091 BE-MECHANICAL Email.ID: shanrajan1989@gmail.com**

**OBJECTIVE:**

To obtain a challenging position in Parts and Warranty function with a reputed Automobile organization that will enable me to utilize and advance my skills, while contributing to the continued growth of the company. I work with great sincerity towards my commitment, dedication and hard work for the company benefit in line with its vision and mission. I am ready to take up challenging role/task and to deliver the best result through adapting new strategy and initiatives.

**EDUCATIONAL QUALICATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME OF COURSE** | **NAME OF INSTITUTE / UNIVERSITY** | **AGGREGATE** | **YEAR** |
| B,E(MECH) | Annamalai University  Chidambaram | 6.9(OGPA) | 2009 |
| XII | T.H.S,School Orathur | 69.6% | 2005 |
| X | Govt.Hr,Sec School,  Maduranthaganallur | 74.6% | 2003 |

**WORKING EXPERIENCE:**

1. Role: Warranty Executive

Name: VTK Automobile Pvt Ltd.

Period: May 2022-Till Date

Department: Service

2. Role: Parts Executive&Werehouse Incharge

Name: Tvs&Sons ltd(Renault Dealer-Alangad)

Period: Mar 2020 –Aug 2021

Department: Service

3. Role: Warranty Executive

Name: Tvs& Sons ltd (Renault Dealership-Cochin)

Period: Apr 2015 -Feb 2020

Department: Service

4. Role: Parts In-charge & Warranty In-charge

Name: Tvs& Sons ltd (Leyland Deere Dealership-Chennai)

Period: Dec 2012 -Apr 2015

Department: Service

5. Role: Parts In- charge

Name: MPL Automobiles, Chennai. (Mahindra&Mahindra Dealer-Chennai)

Period: Jun 2010 - Nov 2012

Department: Service.

**JOB RESPONSIBILITYS:**

**Renault Dealership:**

* Parts ordering based on FMS & ABC clause, Order cycle, Clause vs. Sales trend analysis, safety stock &stocking strategy.
* Liquidation of Nonmoving Line items based on age wise stock analysis.
* Performing store revamping activities like Location numbering, Location mapping in system etc.
* Meticulous follow-up with vendor to ensure the timely dispatch of parts.
* Receiving the consignment & Creating Goods receipt note.
* Raising PCR/Insurance claims and follow-up with vendor/Transporter
* Generating/submitting the statutory norms like Form 8F/8FA/Transaction slip & Form15
* Coordination with Finance & accounts team for GIT/GRN reconciliation and C-Form submission
* Quarterly/Yearly stock taking activity and stock correction
* Responsible for generating daily sales & Inventory report.
* Preparing monthly/quarterly/yearly Sales & Inventory analysis report.
* Monthly preparation of incentive proposal for accessories sales
* Preparing the trend charts and other graphical MIS to represent the performance of the branches
* Preparing Minutes of meeting and follow-up

**Renault Dealership: WARRANTY**

* Strictly follow up the warranty policies & procedure.
* To take decision warranty or not and analyse manufacturing or operational failure.
* Within 5days done the Failure Parts claim, OTS claim, & free service claim through online.
* Dispatched failed parts to RIPL request parts, and Scarping the failed parts on after 3 completed parts
* Coordinate with service manager and prepare repair order for authorization as per warranty requirements,
* Assist with Parts, workshop and CRE departments and fulfil all warranty requirement
* Failed located in proper location and proper Warranty Tag, Coordinate  with Area Manager for Good will clams, OTS reports and other issues
* Follow up the All the Warranty claims still credit note receiving& Reconciliation for credit note value
* Coordinate with account departments and settle all warranty claims,
* maintain all warranty documents according to distributor and manufacturer requirement
* Manage all warranty claims, resubmit claims of required and ensure appropriate action,
* Monitor defective products and withdraw specific batch of products if required,
* To handle the Auto deal & DMS-Siebel Software,

**Leyland Deere Dealership**

**Parts:**

* Ensure that the spare parts Receive and Issue procedure is followed by the stores team
* Check with invoice, physical, updating of the system, on the Bin location, stock count and accuracy.
* Ensure full parts consumption before end of life including Spare parts ordering
* Coordinate with Service Manager / operations for customer issues related to spare parts
* Inform to Supervisor in advance if any customer needs are delayed for any reasons so that the customer can be notified
* Inform the customer in advance if the scheduled time is not likely to be met
* coordinate with vendor for any quality issues on spare parts so that it can be rectified
* Daily Orders &Back orders Follow-up
* Consumption report / Stock reports
* Escalation reports Parts not received or job pending > 2 days
* Fast moving report with its stock
* Monthly report sent to Parts Manager.

**Warranty:**

* To take decision warranty or not and analyse manufacturing or operational failure.
* Strictly follow up the warranty policies & procedure
* Timely done the Failure Parts claim, Recall claim, & free service claim through online.
* Submit all the claim papers to OE
* Failed parts analyses and report to OE for increase the quality of service
* Follow up the all claims still credit note receiving& Reconciliation for credit note value

**Mahindra Dealership:**

* Purchase ordering
* GRN taking
* EPO tracking
* Stack Inward and Outward Tracking
* Local Purchase maintain
* Service Manager Co-Ordination
* EPC catalogue for parts identifying
* Part No. Creation for Local Parts
* Monthly Consumption Reports sent to Parts Manager
* Maintain stock for fast moving items
* Service Kits Preparation for Ready to use

TRAINING:

1. **Parts In -charge** Training attended in Bangalore -Mahindra

**2. Parts Incharge and Manager** Training attended in Chennai -Renault

**ADDITIONAL CERTIFICATIONS:**

* Diploma in Industrial Safety course completed in Annamalai University
* Machine Tool Design by using inventor, solid works, and unigraphics –NSIC Centre

**PERSONAL DETAILS:**

|  |  |  |
| --- | --- | --- |
| Full Name | : | Rajan.S |
| Father’s Name  Date of Birth : | : | Shanmugam.K  25/05/1988 |
| Sex | : | Male |
| Permanent Address  Passport No. : | : | Main Road, Maduranthaganallur&Post  Chidambaram (T.K),Coddalore (D.T)  608201  K2815640(Exp.Dt-02/05/2022) |
| Contact Number | : | 9976418105 |
| Languages known | : | Tamil, English, Malayalam |

**DECLARATION:**

# I hereby declare that the information furnished above is true and complete to the best of my knowledge.

# Place: Chennai yours truly,

# 

# Date (Rajan.S)

# 