

S.Bhuvaneswari

AREAS OF EXPERTISE

- ♦ Admin Executive cum Accounts
- ♦ Store Keeper
- ♦ Production Planning
- ♦ Production Documentation

ACADEMIC QUALIFICATIONS

- ♦ Bsc.ISM Information System Management
- ♦ Year: 2010 - 2013
- ♦ Score: 72%
- ♦ Autonomous
- ♦ Institute : SDNB Vaishnava College for Women Chrompet, Chennai-600044.

SOFTWARE SKILLS

- ♦ MS Excel, Word, and PowerPoint
- ♦ Tally Prime

PERSONAL PROFILE

Bachelor of Information System Management with 4 years of experience in manufacturing of Tools & Dies industry
Looking for a company which will challenge my problem-solving skills and allow me to continue to develop my knowledge and potential.

PROFESSIONAL EXPERIENCE

<AURA TECHNOLOGY>

<JAN 2021 – Feb 2023>

Admin Executive

AURA TECHNOLOGY is a passionate team of skilled & experienced professionals, having expertise in designing & manufacturing of customized fixturing solutions to Aerospace, Oil & Gas, Marine, Energy (wind, Thermal), Automotive, Heavy duty earth movers, Mold & Dies, Medical, Precision Engineering industries

Responsibility:

- Preparing and editing documents, such as expenses reports, Memos and Invoices.
- Managing Executive requests and other office duties
- Managing Mail Communications.
- Managing Databases, preparing Presentations.
- Training and Supervising Clerical Workers.
- Preparing Employees Attendance details and Salary Statements.
- Preparing Payment and receipt Details.
- Preparing Production Stock and Inward stock Details
- Maintaining Purchase and Sales Bills details.
- Preparing daily, weekly and monthly reports on shopfloor activities.
- Motivate the team for Kaizen idea generation and implementation

Achievements

- Further, they must possess problem-solving and time management skills, as well as flexibility in both their work and attitude.
- Provided exceptional support to managers and co-workers, increasing the overall efficiency of the office by 30%.
- Increased office organization by developing more efficient filing system and customer database protocols.

PERSONAL DETAILS

Contact No:
+91 9087604747

Email: mbhuvaneswari91@gmail.com

Permanent Address:
#687F MuthayaNagar
Lakshmipuram
Pandruti
Cuddalore Tamil Nadu-
607106.

Present Address:
No 2, 18th Street, Balaji nagar,
Anakaputhur,
Chennai- 600070.

< CRP India Private Limited >

< MAY 2015 TO MARCH-2016 >

Store Junior Staff

CRPIndia pvt.ltd.Thirumudivakkam.chennai-44. Working as a Store Junior Staff (invoice Creator ERP) Manufacturers & Supply of Aluminum alloy material for steering gear housings and alternators.

Responsibility:

- The must ensure that sufficient inventory is available at the store to avoid being "out of stock".
- Managing profit and loss, handling cash at the store as well as collating daily sales as well as other necessary reports.
- Responsible for the smooth and effective functioning of the store.
- Receipt of incoming goods.
- Identification of all materials stored
- Stock Records are the documents which record, from day to day, full particulars of individual receipts, issues and balances of materials in stock.

<Castwel Autoparts Pvt.Ltd>

< JUNE 2013 TO MAY-2015 >

Documentation

M/S Castwel autoparts pvt ltd.Thirumudivakkam.chennai-44
Working as a Production data Entry operator from June 2013 to May2015.Manufacturers & Supply of Aluminum alloy material for steering gear housings and alternators.

Responsibility:

- Production details Copy, scan and store documents.
- Check for accuracy and edit files, like contracts.
- Distribute project-related copies to internal teams.
- File documents in physical and digital records.
- Create templates for future use.
- Retrieve files as requested by employees and clients
- Manage the flow of documentation within the organization
- Maintain confidentiality around sensitive information and terms of agreement

Declaration

I declare that the details furnished in this resume are true to the best of my knowledge.

Place: Chennai

Signature:

Date:

Name: (S.Bhuvaneswari)