# Name : J.Kishore

Address **:** Flat No-13 F1, Intech Rajam, Rajammal Nagar, Selaiyur

Madambakkam, Chennai-600126

E–Mail **:** Kishorek006@gmail.com

Cell No **:** 9787901458 **Person with Disablity – Hearing Impaired**

**OBJECTIVE:**

To pursue a flourishing career and willing to work with innovative techniques, thereby availing a mutual enhancement for the company and myself

**EDUCATIONAL QUALIFICATION:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COURSE** | **INSTITUTION** | **BOARD/**  **UNIVERSITY** | **YEAR**  **OF PASSING** | **CGPA / PERCENTAGE** |
| B.Tech-CSE(SHIP) | Kalasalaingam  University | Kalasalingam  University | 2008-2014 | 7.74 CGPA |
| Higher Secondary | K.Nataraja Pillai Memorial Madurai Pillaimar Sangam Higher Secondary School | State Board | 2005-2006 | 60% |
| SSLC | St.Mary’s Higher Secondary School | State Board | 2003-2004 | 82% |

**WORK EXPERIENCE:**

**Capgemini Business Services (India) Ltd, Chennai.**

* **Designation:** Worked as a Senior Process Associate in Capgemini Business Service (India) Ltd from September - 2015 to July 19th- 2019 (3 years 10 month)
* **Tools Used:** MS office, Excel, SAP, Supply Chain Management, Procurement to Pay and Order Management.
* **Supply Chain Management:**
* MRP Analysis them to update prices in SAP
* Supporting for 3 countries (Indonesia, South Africa, Phillips) for MRP Analysis process.
* Uploading Prices and volume to find the MRP in SAP tool.
* **Procurement to Pay:**
* Creation of Purchase Requisition based on the requirements to meet the production.
* Conversion of Purchase Requisition to Purchase Orders by verifying the Vendor, Currency, Quantity, unit of measure and delivery aspects.
* Processing and validating PO and Non-PO invoices.
* Creation of Stock Transport Orders.
* Connecting with different stake holders on weekly basis.
* Maintain the Client process updates and cascade it to our team members.
* **Order Management:**
* Involved a series of interconnected touchpoints and stakeholders who work collaboratively together to enable customers to order the right products, for the right price and receive them at the right time.
* Creation of Sales Order based on the requirements raised by the customers.
* Maintaining Pricing procedure and determination.
* Preparation of Credit Memo, Debit Memo and Returns.
* Stock availability check and transfer of requirements.
* Acted as the point of contact for other departments and business units in case of any queries

### CO CURRICULAR ACTIVITIES:

### Certified in TYPE WRITING ENGLISH JUNIOR GRADE conducted by department of technical education at the Government Technical Examinations in Commerce subjects held in Madurai

**EXTRA CURRICULAR ACTIVITIES:**

* Participated in NSS at Kalasalingam University.

### TRAINING UNDERGONE:

* Back Office Employability Skill Training on One Month- 2014 by V-Shesh, Chennai.
* Completed the course online in website enableacademy.org from Enable India on 23rd November to 24th December -2020 for one month.

**STRENGTH :**

* Hard Work
* Team Player
* Time Punctual

**PERSONAL PROFILE:**

DATE OF BIRTH : 16.09.1988

AGE : 33

GENDER : Male

MARITAL STATUS : Married

NATIONALITY : Indian

LINGUISTIC ABILITIES : Tamil, English

HOBBIES : Dance, Listening Songs

**DECLARATION:**

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

**PLACE :** **Signature**

**DATE :**   **(**J.Kishore**)**