

SALES DEPT FUNCTION

S.no	ROLE	Job Description	RESPONSIBLE PERSON	U1	U2	U3
1	HOD	R&R	R.Prabhakaran(U1)	1		
2	Planner	R&R		2	-	1
	1.TVS Groups		A.Jannathul Firdhous(U1)			
	2.LKM Mysore & GEMPL		R.Sivakumar(U1)			
	3.GEMPL & Quantum		R.Nagaraj(U3)			
3	Dispatch Incharge	R&R	M.Baskar(U1) N.Shanmugam(U1) R.Marimuthu(U2) R.Madheshwaran(U2) N.Puviyarasu(U3)	2	2	1
4	Loading / Unloading Incharge (U1 & KNL)	R&R	R.Thamotharan(U1) T.Vignesh(U1)	2	-	-
5	Store/ Packing & counting Incharge	R&R	T.shanmugam(U1)	1	-	-
6	Store maintenance (Inward & outward) & Stock taking Activity shift supervisor	R&R	T.Ravishankar(U1) T.Sivasakthivel(U1) Manju O.Muniraju(U2)	2	1	-
7	Invoicing	R&R	M.Giridharan(U1)	2	-	-
	Day wise JIT call pending updation		S.R.Manikandan(U1)			
8	Documentation	R&R		3	-	-
	1. Sales KPI & PPT / Data Analysis					
	2.Dept Improvement Activity					
	3.Office Maintenance		N.Poovizhi(U1) R.Ravichandran(U1)			
	4.Customer GRN / Payment Follow-up					
	5.Internal MIS / Manpower Follow-up					
	6.Barcode TSC Software Generation		K.Ramyashree (U1)			
	7.Customer Rejection /Complaint Follow-up					
9	AL Group Dispatch	R&R	R.Umameshwari (U1)	2	-	-
	1.Dispatch Incharge					
	2.Invoicing & Document Follow-up					
10	FED /NPD Dispatch Follow-up	R&R	K.Manoj Kumar(U1)	1	-	-
	1.FED/ Troax Dispatch Planning					
	1.Preparation of All customer Packing standard					
	2.All customer Trolley Design & Manufacturing					
			Total No of Employee Unit wise	18	3	2
			Total No of Employee in Dept	23		
			Gap in Dept	0		