

SALES DEPT FUNCTION									
S.no	ROLE	Job Description	RESPONSIBLE PERSON	U1	U2	U3			
1	HOD	<u>R&R</u>	R.Prabhakaran(U1)	1					
2	Planner	<u>R&R</u>	A.Jannathul Firdhous(U1)	2	-	1			
	1.TVS Groups		R.Sivakumar(U1)						
	2.LKM Mysore & GEMPL		R.Nagaraj(U3)						
	3.GEMPL & Quantum								
3	Dispatch Incharge	<u>R&R</u>	M.Baskar(U1) N.Shanmugam(U1) R.Marimuthu(U2) R.Madheshwaran(U2) N.Puviyarasu(U3)	2	2	1			
4	Loading / Unloading Incharge (U1 & KNL)	<u>R&R</u>	R.Thamotharan(U1) T.Vignesh(U1)	2	-	-			
5	Store/ Packing & counting Incharge	<u>R&R</u>	T.shanmugam(U1)	1	-	-			
6	Store maintenance (Inward & outward) & Stock taking Activity shift supervisor	<u>R&R</u>	T.Ravishankar(U1) T.Sivasakthivel(U1) Manju O.Muniraju(U2)	2	1	-			
7	Invoicing	<u>R&R</u>	M.Giridharan(U1) S.R.Manikandan(U1)	2	-	-			
	Day wise JIT call pending updation								
8	Documentation	<u>R&R</u>		3	-	-			
	1. Sales KPI & PPT / Data Analysis								
	2.Dept Improvement Activity								
	3.Office Maintenance								
	4.Customer GRN / Payment Follow-up								
	5.Internal MIS / Manpower Follow-up		K.Ramyashree (U1)						
	6.Barcode TSC Software Generation								
	7.Customer Rejection /Complaint Follow-up								
9	AL Group Dispatch	<u>R&R</u>	R.Umamageshwari (U1)	2	-	-			
	1.Dispatch Incharge								
	2.Invoicing & Document Follow-up								
10	FED /NPD Dispatch Follow-up	<u>R&R</u>	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					