

Elkayem Auto Ancillaries (PVT) Ltd., Hosur & Mysore Units.													
Responsibility & Authority											Doc No :LKM/SLS/DI/18-R		
											Rev No&Date : 00/01-08-2017		
K.Ramyashree -Ad- Trainee (FG Store Data Entry)													
S.N o.	Responsibility & Authority	Co - Ordination	Reference	Document No	Frequency / Target	Target 24-25	Actual	Target 25-26	Develop the second line person / Alternate	Sales Activity Contribution	Training Title	Before Training Skill Level 24-25	After Training Skill Level 25-26
1	FG Checking & Acknowledgment copy Scanning & Storing data in Excel	Finance	Acknowledgment Register	*****	Daily Followup	100%	60%	100%	R.Umamageshwari	Documentation	Knowledge on Accountability & Traceability	L1	L2
2	Customer Rejection Monitoring.	QAD,Finance	Customer Rejection Register	LKM/QAD/DI/58	As per plan	100%	50%	100%	R.Umamageshwari	Documentation	Knowledge about customer requirement	L1	L2
3	Customer Complaint Monitoring.	QAD,Finance	Customer Complaint Register	LKM/QAD/DI/58	As per plan	100%	50%	100%	R.Umamageshwari	Documentation		L1	L2
5	Barcode Label generation in TSC Software	Sales	TCS Software	LKM/SLS/DI/47	Daily Followup	100%	75%	100%	R.Umamageshwari	Dispatch Activity	Knowledge on Software Skill	L1	L2
6	TVS M Web Lkm Opening Stock Updation	Customer	Customer Website	****	Daily Followup	100%	50%	100%	R.Umamageshwari	Documentation		L1	L1
7	Dispatch Register Qty and Check list Qty verified	Sales	Dispatch Register	Supporting Document	Daily Followup	100%	75%	100%	R.Umamageshwari	Dispatch Activity	Knowledge on Accountability & Traceability	L1	L2
8	Barcode Qty and Invoice Qty verified	Sales	****	****	Daily Followup	100%	45%	100%	R.Umamageshwari	Documentation	Knowledge on Software Skill	L1	L1
9	Manpower data updation	Sales	****	****	Daily Followup	100%	50%	100%	R.Umamageshwari	Documentation	Knowledge on Software Skill	L1	L1
9	Barcode Label Procurement	Sales	*****	LKM/SLS/DI/47	As per plan	100%	0%	100%	M.Deepa	Others	Sales Department Procedure	L1	L1
10	Customer return empties accounting in dispatch register	Sales	Dispatch Register	Supporting Document	As per plan	100%	60%	100%	R.Umamageshwari	Dispatch Activity	Daily Works Management	L1	L1
11	Fg store internal records maintenance	FG Store	*****	*****	As per plan	100%	0%	100%	R.Umamageshwari	FG Store Activity	Sales Department Procedure	L1	L1
12	Dispatch register monitoring.	FG Store	Dispatch Register	Supporting Document	Daily Followup	100%	65%	100%	R.Umamageshwari	Dispatch Activity	Daily Works Management	L1	L1
13	Vehicle trip monitoring (veh. type wise / plant wise)	Sales Team	Vehicle trip monitoring register	*****	Daily Followup	100%	65%	100%	R.Umamageshwari	Documentation	Transportar,inter &Intra communication skill	L1	L1

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15	Web Schedule Updation	Sales	Customer Portal	*****	Daily Followup	100%	60%	100%	R.Umamageshwari	Documentation	Knowledge on Software Skill	L1	L1				
16	Follow Procedure as per IATF 16949:2016 QMS	HOD & MQMS	Manual	****	****	****	****	****	****	Documentation	Knowledge of QMS /IATF 16949	L1	L1				
17	Improvement activities	Team	CIP Register	*****	*****	*****	*****	*****	*****	Documentation	CAPA & KAIZEN & SUGGESTION/C IP	L1	L1				
18	Any other Job assigned by HOD.	Sales	*****	*****	*****	*****	*****	*****	*****	Others							
Prepared by :														Approved by:			