

Elkayem Auto Ancillaries (PVT) Ltd., Hosur & Mysore Units.												
Responsibility & Authority											Doc No :LKM/SLS/DI/1	
R.Ravichandran- Jr.OFFICER (sales activities)											Rev No&Date : 00/01-08	
S.N o.	Responsibility	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
1	Daily Sales Plan VS Actual updation.	Sales	Sales Plan vs Actual	LKM/SLS/DI/20	Daily follow up	100%	90%	100%	N.Poovizhi	Documentation	Knowledge on Software Skill	L3
2	Daily Sales MIS updation & share to HOD	Sales	Sales Plan vs Actual	LKM/SLS/DI/20	Daily follow up	100%	80%	100%	N.Poovizhi	Documentation	Knowledge on Software Skill	L2
3	Data Analysis & Automation	Sales	****	****	Daily follow up	100%	85%	100%	N.Poovizhi	Documentation		L2
4	ODC Updation	Team	****	****	Daily follow up	100%	85%	100%	R.Umamageshwari	Documentation	Knowledge on Analytical skill	L2
5	NPD Co-ordinate with document updation and followup in initial stage	Team	APQP	LKM/NPD/DI/01	Daily follow up	100%	30%	100%	N.Poovizhi	Documentation	Knowledge on Analytical skill	L1
6	GRN Follow up Download, Updating and pending GRN updation (ALL)	Finance	GRN Follow up	LKM/SLS/DI/12	Daily follow up	100%	85%	100%	N.Poovizhi /R.Umamageshwari	Cust Followup	Knowledge on Accountability & Traceability	L2
7	Customer MSL File Updation	Sales	*****	*****	Daily follow up	100%	80%	100%	K.Ramyashree	FG Store Activity	Control of Documents & Records	L2
8	TVS M Web Lkm Opening Stock Updation	Customer	Customer Website	****	Daily Followup	100%	90%	100%	N.Poovizhi	Documentation	Knowledge on Software Skill	L3
9	To assist HOD to Prepare Company's Business Plan and monitor to Achieve it's Goals & Objectives.	Sales	****	****	Weekly	100%	30%	100%	A.Janna	Documentation		L1
10	GRN Pending Mail to customer	HOD	Mail	*****	As per plan	100%	85%	100%	R.Umamageshwari	Cust Followup	Knowledge on Accountability & Traceability	L2
11	Long GRN pending communicate to HOD	HOD	Customer Website	LKM/SLS/DI/12	As per plan	100%	85%	100%	R.Umamageshwari	Documentation	Knowledge on Accountability & Traceability	L2
12	Daily Critical Part List Updation & Analysis	HOD	****	****	As per plan	100%	85%	100%	N.Poovizhi	Documentation	Knowledge on Accountability & Traceability	L1
13	Sales Order Short close / Updation	Sales	ERP	LKM/SLS/DI/08	As per plan	100%	75%	100%	N.Poovizhi	Dispatch Activity	Knowledge on Software Skill	L1

S.N o.	Responsibility	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
14	Container BOM Preparation	Sales, Costing, Ac counts, ISD	****	LKM/SLS/DI/50	As per plan	100%	30%	100%	K.ManojKumar/ N.Poovizhi	Documentation	Customer Relationship Management	L1
15	Implementation and Improvement of new requirements for QMS document	Customer	****	****	As per plan	100%	30%	100%	K.ManojKumar/ N.Poovizhi	Cust Followup	Customer Relationship Management	L1
16	Company Profile Updation	HOD, ED	****	****	As per plan	100%	60%	100%	N.Poovizhi	Documentation	Knowledge on Software Skill	L1
17	Kaizen Result updation Monitoring	Production, Purchase, Finance	Kaizen file	LKM/QAD/DI/130	Monthly	100%	60%	100%	N.Poovizhi	Dispatch Activity	Knowledge About Kanban, JIT, MRP & Perimum Feright	L1
18	CIP / Suggestion to improvement	Sales	CIP file	LKM/QMS/DI/30	As per plan	100%	75%	100%	N.Poovizhi	Dispatch Activity	Knowledge on Analytical skill	L1
19	Follow Procedure as per IATF 16949:2016 QMS	HOD & MQMS	Manual	****	****	100%	****	100%		Documentation	Knowledge of QMS /IATF 16949	L1
20	Any other Job assigned by HOD.	HOD	****	****	****	****	****			Others	-	-
Prepared by :										Approved by:		

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After Training Skill Level 25-26
L4
L3
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L3
L1
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L1
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L2

After Training Skill Level 25-26
L1
L1
L2
L2
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