

Elkayem Auto Ancillaries (PVT) Ltd., Hosur & Mysore Units.													
Responsibility & Authority											Doc No :LKM/SLS/DI/18-R		
											Rev No&Date : 00/01-08-2017		
R.Umameshwari-Ad.Trainee- ( AL/TAFE(FED) Data Entry Dispatch )													
S.No.	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 23-24	After Training Skill Level 24-25
1	AL & TAFE(FED) Plan sheet updation	Sales	Plan Vs. Actual	LKM/SLS/DI/20	Daily Followup	100%	85%	100%	M.Deepa	Documentation	Knowledge about customer requirement	L3	L4
2	Daily DWM meeting PPT updation	Sales	Plan Vs. Actual	*****	Daily Followup	100%	85%	100%	K.Ramyashree	Documentation	Knowledge on Software Skill	L2	L3
3	Day wise Sale & production value mail to internal team	Production, Purchase	Mail	****	Daily follow up	100%	80%	100%	K.Ramyashree	Documentation	Communicational Skills	L2	L3
4	Receiving Dispatch Plan Mail from KNL for Invoicing & Commitments	KNL Sales	Invoice Request	*****	Daily Followup	100%	85%	100%	K.ManojKumar	Dispatch Activity	Knowledge about customer requirement	L2	L3
5	AL ASN Downloaded & Convert to Our Excel Format.	Sales	ASN Preparation	LKM/SLS/DI/09	Daily Followup	100%	85%	100%	K.ManojKumar	Dispatch Activity	Knowledge on Software Skill	L2	L3
6	Leyland / FED PO updation	Sales	*****	LKM/SLS/DI/50	Daily Followup	100%	80%	100%	K.ManojKumar	Documentation	Control of Documents & Records	L2	L3
7	TAFE(FED) Dispatch plan Mail to Customer & KNL with Mark CC to HOD.	HOD	Plan Vs. Actual	LKM/SLS/DI/20	Daily Followup	100%	90%	100%	M.Deepa	Cust Followup	Communicational Skills	L3	L4
8	Sales Order Updation / Short Close	Sales	ERP	LKM/SLS/DI/08	As per plan	100%	90%	100%	M.Deepa	Dispatch Activity	Knowledge on Analytical skill	L3	L4
9	Follow Ups KNL Invoice & Dispatch List & Item Transfer	Customer	Portal	*****	Daily Followup	100%	80%	100%	K.ManojKumar	Dispatch Activity	Daily Works Management	L2	L3
10	Invoice Preparation for Leyland / FED	Sales, Accounts	*****	LKM/SLS/DI/22	As per plan	100%	35%	100%	M.Giridharan	Dispatch Activity	Knowledge on Software Skill	L1	L1
11	Customer wise ASN preparation & Verify the Dispatch.	Sales	*****	*****	Daily Followup	100%	95%	100%	M.Deepa	Documentation		L3	L4
12	Filling (sales check list, po, customer-corr, daily plan vs. actual).	Sales	*****	*****	Daily Followup	100%	90%	100%	M.Deepa	Documentation	Knowledge on Accountability & Traceability	L3	L4
13	Manpower Followup	HOD	***	***	Daily follow up	100%	75%	100%	M.Deepa	Manpower	Efficient utilization of manpower & People Development	L2	L3

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14	Stationary Items Follow up	Consumable	Stationary Note	****	Monthly	100%	80%	100%	M.Deepa	Documentation	Knowledge About Material Handling Requirements	L2	L3
15	All Original Copy Submission (Courier).	Finance	Original Invoices Submission Register	*****	As per plan	100%	35%	100%	M.Deepa	Documentation	Knowledge on Accountability & Traceability	L1	L2
16	Follow Procedure as per IATF 16949:2016 QMS	HOD & MQMS	Manual	****	****	****	****	****	****	Documentation	Knowledge of QMS /IATF 16949	L1	L2
17	Any other Job assigned by HOD.	HOD	*****	*****	*****	*****	*****	*****	*****	Others			
<div> <div>Prepared by :</div> <div>Approved by :</div> </div>													