

## **JOSEPH A**

# 203, PerumalKovil Street, AVM Nagar,

Madhavaram, Chennai – 600 060

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### **OBJECTIVE**

Highly organized and detail-oriented Stores Assistant with more than three years of experience seeking for a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

### **UDAAN LOGISTICS PVT LTD**

(From the year of 2019 July to Till now MIS Executive )

- Pick sheet created
- Daily stock reconciliation
- Material FEFO follow up.
- Manpower handling.
- Manifest generation
- SON created
- E-Waybill generation
- Truck Planing For Tonnage basis
- Tonnage sharing for all WH
- Maintaining GMP in warehouse.

### **AVALON COSMETICS PRIVATE LIMITED**

(July 2016 To July 2019 Stores Executive)

- Warehouse incharge and maintaining.
- Inward materials follow up.
- Material FIFO & FEFO follow up.
- Material minimum stock levels follow up.
- Material issue as per production planning.
- Received material location arrangement.
- Received material record updating.
- 3C & 5S follow up in shop floor.
- Manpower handling.
- Warehouse and factory stock handling.
- Truck planning for goods movements
- Preparing invoice for loading materials.
- E-Waybill generation.
- MRN creation.
- Monthly material checking physical and system in stock auditing.
- GSK Team reconciliation for JDE@GMS entry every month.
- Maintaining F/G stock @dispatch.
- Maintaining of RM & PM stock.
- Company truck handling.
- Job work challan creation
- JDE entry reconciliation
- Maintaining GMP in warehouse.

## **KEMIN INDUSTRIES SOUTH ASIA PVT. LTD.,**

**(Mar 2013 to Mar 2016 Paid internship Programme – finance & accounts)**

- ❖ Duty Draw Back(DBK)
- ❖ Bank Reconciliation Statement (BRS)
- ❖ LC preparation (Ship billing)
- ❖ Bill booking with & without PO
- ❖ C- Form preparation
- ❖ Scrap maintenance
- ❖ Voucher entry

## **SEHIL PHARMA**

**(jul 2012 to mar 2013 Medical representative)**

- Sales representative
- Bill of entries

## **EDUCATIONAL CREDENTIALS**

- Bachelor of Commerce – MG College, Madras University, Chennai - 2012– **64%**.
- 12<sup>th</sup> Standard –Raja Higher Secondary School, Chennai - 2009- **52%**.
- 10<sup>th</sup> Standard - Raja Higher Secondary School, Chennai – 2007 - **55%**.

## **SOFTWARE PROFICIENCY**

- Software Skills – Microsoft Office Packages
- M3
- BPCS
- Tally
- Web console
- Package: MS-Word, Excel, Power point, etc.

## **EXTRA CURRICULAR ACTIVITIES**

- Efficiently handled the position of class representative throughout school life.
- Served as volunteer in many charity programs.
- Won prizes for Football in schools and colleges.
- Was active member in National Cadet Corps.
- Done volunteering and saved many people during Chennai flood.

## **PERSONAL TRAITS**

- Highly energetic and quick learner.
- Adaptable to work in any environment.
- Willingness to accept any challenge irrespective of its complexity.
- Good team player and positive attitude person.

**SOCIAL AFFILIATIONS**

- Member – Friends of Humanity Charitable Trust, Trichy.

**PERSONAL DOSSIER**

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Date of Birth : 11<sup>th</sup> July 1990  
Gender : Male  
Nationality : Indian  
Marital Status : Married  
Languages Known : Tamil and English, Hindi  
Hobbies : Reading Books, Listening Music and Gardening

Place: Chennai

Yours Truly,

Date: