

## **CURRICULUM VITAE**

**A.S. SARASWATHI**

No.3/62 Saw mill street,  
Lalapet - 632 405,  
Ranipet District.

Mobile No.: 7339482385

Mail Id: Saraswathia2205@gmail.com

### **CARRIER OBJECTIVE:**

I would like to be a part of an organization where I could use and enhance my knowledge and talent for the development of both the organization and myself.

### **EDUCATIONAL QUALIFICATION:**

QUALIFICATION	INSTITUTION	UNIVERSITY/ BOARD	YEAR OF PASSING	PERCENTAGE
B.SC (computer Science)	Arigner Anna Govt Arts and Science College ,Walajapet	Thiruvalluvar University	2015-2018	76.85%
HSC	SRK BHEL Hr.Sec School,Ranipet	State Board	2013-2015	78.1%
SSLC	Govt. Hr.Sec School, Lalapet	State Board	2012-2013	87%

### **PERSONAL COMPETENCIES:**

- Willingness to learn
- Hardworking
- Self Confidence

### **AREA OF INTEREST:**

- Reading
- Listening Music
- Dancing

## **TECHNICAL SKILLS:**

Computer Qualification : Microsoft Office, C, C++, Oracle, Java  
HTML, Microsoft Visual Basic 6.0, Adobe Photoshop,  
Multimedia.

Skills : Typing English Junior & Senior

## **WORKING EXPERIENCE:**

**Past** – Jun 18 – Dec 18 Tata International Private Limited Division of Bachi Shoes Sipcot.  
As a Final Quality – Quality Department.

**Present** – Dec 18 with SELLOWRAP Industries Pvt ltd, Sipcot.

As a Associate – Stores Dept. (Auto Mobile Industry Manufacturing PU Foam Parts, Door Seal Film Parts, Plastic Injection Molding Parts, PVC Stickers. Our Major Customers RNAIPL, ISUZU, NVH, Hyundai, KIA, Maruti Suzuki, Kostal , Hanon, PSA, Volkswagen, Mahindra Electric)

## **Key Accountabilities in Stores:**

- Checking and Receiving the incoming materials.
- FIFO wise material issued to Production.
- Identify Part Number and Part Traceability.
- Maintain 5S in Stores area.
- Maintain Daily Stock.
- Maintain Minimum and Maximum Stock.
- GRN and SRV Processing in ERP.
- Match Physical Stock VS ERP Stock.
- Issued the materials to Production through in ERP.

- Maintain Daily Scrap Details in ERP.
- Maintain Inventory Stock.
- Preparing Monthly Stock Report.
- Critical Materials Highlights to Internal Department.
- RGP & NRGP Maintaining in ERP.
- Monitoring List of Self Life Materials

**PERSONAL PROFILE:**

Name	:	<b>A.S.SARASWATHI</b>
Father's Name	:	P.Anbu Aachari
Date of Birth	:	22.05.1998
Sex	:	Female
Nationality	:	Indian
Marital Status	:	Single
Languages Known	:	Tamil and English

**DECLARATION:**

I hereby declare that the information's are true to the best of my knowledge.

Place : Lalapet

Date :

Yours faithfully,

**(A.S.SARASWATHI)**

