

M.PRAKASH RAJ

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Contact Address:

3/199,West street
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Strength

- ❖ Sense of responsibility and hardwork.
- ❖ Sensitive to team members

Objective

To secure challenging assignments as a professional in areas trained and experience gained in, where I can grow along with the organization with great responsibility.

Academic Profile

➤ HSC

Nadar Mahamai Higher Secondary School,
Year of Course Completed – 2014

➤ B.Com

Ramasamy Naidu Memorial College ,
Year of Course Completed - 2017

Present Employer :

Name of the organization:

YEKO ENTERPRISES PVT LTD. – Sipcot,Hosur.

Designation : Store Incharge & Purchase

Experience : Jul-2018 to till date

Responsibility :-

- ❖ Maintain 5's activities.
- ❖ Prepare Stock maintenance.
- ❖ Subcontract following.
- ❖ Prepare Dispatch invoice and Dc.
- ❖ Monthly Kaizen improvement Audits in shop.
- ❖ Unpacks materials, supplies, tools, and equipment; verifies articles received against packing list and purchase orders; counts or weighs the articles; stores articles in prescribed bins, racks, shelves, and floor or yard sites.
- ❖ Inspects incoming materials for wear, damage, or defects; reports any discrepancies or damage in materials received; notifies the proper person if repairs or adjustments are required.
- ❖ Processes receiving and delivery for inventory and non-inventory items purchased by warehouses.
- ❖ Goods Receipt Note (GRN) Preparation and communication with Purchase.
- ❖ Issue Ledger management and control at site.

Personal Information

Father's Name R.MUNIYASAMY

Date of Birth 05.06.1997

Gender Male

Marital Status Un Married

Nationality Indian

Mother tongue Tamil

Languages Known Tamil, English.Hindi

- ❖ Issues articles upon requisition; may use hand tools to cut stock to size prior to issue.
- ❖ Stages most materials, supplies and equipment for crews.
- ❖ Assembles materials from requisition forms; loads and unloads equipment and supplies from Vehicles.
- ❖ Prepares form records and obtains necessary signatures for stock issued.

Office Packages

- ❖ Ms Office.
- ❖ Enterprises Resources Planing (ERP).
- ❖ Tally (ERP 9).

Area of Interest :

- Accounts & Purchase

Declaration

I hereby confirm that in formations that given above is true to best of my knowledge.

Place:

Yours Faithfully,

Date:

(Prakash Raj.M)

