

E.SARAVANAN

2/26, Bajanaikoil Street,

Mobile No:8220110129

Veliyanallur (Mathura)
Pillaipakkam, Arakkonam (TK)
Vellore Dist – 631 052

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OBJECTIVE

A young, vibrant, Optimistic, smart working guy seeking a position to utilize skills and abilities in a field that offers professional growth while being resourceful, innovative and flexible. To face workplace challenges and handle them successfully by adopting workplace ethics and professionalism and carve a niche for myself in the organisation.

EDUCATIONAL BACKGROUND

S.NO	EDUCATION	SCHOOL/COLLEGE	YEAR	PERCENTAGE
1	B.SC COMPUTER SCIENCE	Annamalai University	2016	66%
2	STANDARD XII/HSC	Govt. HR SEC School, Panapakkam (Vellore Dist.)	2010	78%
3	STANDARD X/SSLC	Govt. HR SEC School, Panapakkam (Vellore Dist.)	2008	65%

EXPERIENCE

S.NO	COMPANY	DESIGNATION	PROCESS	PERIOD
1	Sanmina SCI - Oragadam Plant	Rework Engineer	Production Line	6 months (2013)
2	DTDC Courier and Cargo Ltd	Operation Executive	Process Incharge	2 years (2014 to 2016)
3	Hatsun Agro Products Ltd	Billing Assistant	Invoice	1 year (2016 to 2017)
4	Anabond Ltd	Officer	Invoice	11 months (Currently working)

ROLES AND RESPONSIBILITIES in DTDC

- Providing support for Local CTBS
- Booking of Consignments
- Outgoing of Consignments
- Separating shipments according to respective destinations
- Dispatching shipments according to respective destinations
- Sending day to day reports to all-over India through mails
- Inbound shipment maintenance
- Handling customer issues and outbound team
- Coordinate with billing team to clear billing issues
- Coordination with sales manager etc.

ROLES AND RESPONSIBILITIES in HATSUN AGRO PRODUCTS

- Expertise in SAP
- Order execution, dispatch details entries, payment entries in SAP
- Billing invoices in SAP
- Purchase order creation in SAP
- Stock transfer check during month end.
- Depot Incharge for Kanchipuram Plant specially for Billing

ROLES AND RESPONSIBILITIES IN ANABOND

- Expertise in ERP and SAP , currently working in ERP - NAV 2013
- Order execution, dispatch details entries, payment entries in ERP
- Billing invoices in ERP
- Material schedule follow up with Production Team.
- Test reports follow up with QC
- Samples billing and dispatching to respective branches.
- Replacement and reversal material follow up with concern team

TECHNICAL SKILLS

- 3 Month course in Computer Basic,
- 2 Month Course in DTP (Desktop Publishing)
- English Junior Typing.
- SAP and ERP well known

PERSONAL PROFILE

NAME	:	Saravanan E.
Date Of Birth	:	25-5-1992
Father name	:	Mr Elumalai
Nationality	:	Indian
Gender	:	Male
Languages known	:	Tamil, English, Kannada
Marital status	:	Single

PERSONAL STRENGTHS

- Optimistic Person
- Smart Worker
- Ethical Team Worker
- Team Builder

DECLARATION

I hereby, declare that the details provided above are true to the best of my knowledge

Place: Chennai

Date:

E.SARAVANAN