

RESUME

RAJA. G

No: 3/53, Pariyambadi Village, vadathinalur Post, Cheyyar TK,
Thiruvannamalai DT – 604 409

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Senior Asst -PPC

CAREER OBJECTIVE:

To obtain a challenging and responsible position in a professional managed organization I am looking forward where I can utilize my skills by contributing effectively to the success of the esteemed organization and also further improve my personal skills.

Area of Expertise

- Stock Inventory .
- ED-Coating.
- CIMS.
- Customer Handling.

Professional Experience

- **PhorotechSurfin India PvtLtd. – Chennai**
- **PPC Senior Asst (July-2014– present)**
- Analyzed, examined, and interpreted account records, compiled financial information, and reconciled reports and financial data
- Performed process analysis and communicated recommendations to management
- Process journal entries and perform accounting corrections to ensure accurate records
- Created financial reports and supported all areas of responsibility within a 5 person finance team
- Forecasted losses and earnings using quantitative and qualitative analyses to a high degree of accuracy, allowing the company to intelligently manage and invest resources
- Adhered to departmental controls and regulations, maintaining ethical conduct at all times.
- An effective communicator &, team building towards achieve company goal. and Critical part production planning and time dispatch.
- An effective communicator & team leader with skills in troubleshooting
- Responsible for material accounting system and physical
- Implementing 5S, 3c techniques and FIFO in dispatching
- Day Wise 57F4 Challan Closing & Monitoring.
- Updating daily stock details of material to customer.
- Expertise in managing No1 tier of *Renault Nissan Automotives requirements&Ford india pvt ltd*,with time based dispatches.
- Monitoring& Maintaining the Incoming &Dispatch materials.
- Maintaining Production details.
- Proficient with material planning and procurement of material in time
- Knowledge of inventory management.
- Take corrective and preventive action for quantity and packing Complaints

Company Profile:

PhorotechSurfin (India) Pvt Ltd is a major leader in process of CED Coating, Powder Coating And Liquid Coat of automobile parts supplying to TOP OEMs Renault Nissan, Ford India,Daimler, Rane (Madras) Ltd, WABCO,JBM, Brakes India Ltd, Sakthi Auto Ltd,Cosma, JKM etc,

Educational Qualifications:

B.Com (CS)With **61%** from “Indo American College –Cheyyar”
HSC with 74% from “Govt. Hr. Sec. School – Sengadu”
S.S.L.C with **55%** fromGovt. Hr. Sec. School – Vazhkudai.

COMPUTER SKILLS:

- Tally 9.0
- MS Office
- Basic Computer Skills ,

PROJECT :

Institutional Training Report Undergone at Hatsun Agro Product Limited

Personal Details:

Date of Birth : 12.06.1993
Languages known :English, Tamil,Telugu
Hobbies:Playing Cricket,Listening Music.

DECLARATION:

I hereby declare that the above Furnishing details are true to the best of my knowledge and belief

Date:

Place:

G.RAJA