

# Vijay .k

No.64 Pillayar kovil street  
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Kancheepuram (Dt)  
Pin 602105

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## Objective

To obtain a challenging position in a dynamic organization and be an integral part of growth oriented company. To utilize and grow my analytical, research and technical skills in Systems Administration.

## Experience Summary

- Over 8 years of industrial experience in Stores.
- Good knowledge in stores dispatch and purchase.
- Maintain a record of all the activities done regarding the stock items.
- Ability to adapt quickly and interact effectively in professional settings.
- Maintains perpetual inventory activities

## Job Title History

| Designation      | Company                               | Period             |
|------------------|---------------------------------------|--------------------|
| ASSOCIATE-STORES | MOTHERSON AUTOMOTIVE ELASTOMERS       | MAR 2022-Present   |
| STORE TRAINEE    | DOOWAN & ELECRONICS PVT .LTD.ORAGADAM | APR 2017 -FEB 2022 |

## Computer Skills

Applications : ERP (eMPro),MS Office

## Work Experience

### Total Experience: 8 Years

- 1) Working as a Associate from March 2022 to Present.
  - ❖ Making GRN to the received goods.
  - ❖ Checking the price details for the material & Stock.
  - ❖ Maintains the inventory report.
  - ❖ Maintains the inward & outward register.
  - ❖ Maintains material return and reject note,
  - ❖ Sub contractor material follow up,
  - ❖ Stock statement submitting all the customers on monthly basis,
  - ❖ Checking the price according to Po's raised.

- ❖ Follow up for the Materials unloading & dispatch.
- ❖ Follow-ups for the test reports for the raw materials.
- ❖ Circulates the materials to production unit in FIFO process.
- ❖ Transcribe of material requirement according to the production unit.
- ❖ Follow-ups of the material in purchase department
- ❖ Announce to QC department to check the material quality
- ❖ Track the details of the Returnable & Non returnable DC on daily basic
- ❖ Providing the stock details on daily basic & monthly basic.
- ❖ Habitual launch with the gateway & finishing stock on daily basic.
- ❖ Offer the relation through the mail to the departments.
- ❖ Updating the record in the ERP software

2) Worked as a Store Trainee from April 2017 - Feb 2022

- ❖ Sustain the details of inbound & outbound materials
- ❖ Working with Outlook & convey fine points to team.
- ❖ Checking the rates of the raw materials & Stock.
- ❖ Uphold the stock at suitable level.
- ❖ Creation of stock entry details at ERP software.
- ❖ Habitual launch with the gateway & finishing stock on daily basic in ERP.
- ❖ Creating the MRIR for incoming material in ERP.
- ❖ Verifying the rate of the materials according to Purchase order.
- ❖ Insist the stock at FIFO lot manner.
- ❖ Issuing the materials to production & dispatch unit.
- ❖ Materials follow ups.

### **Academic**

\* **B.COM (CS)** with 65% from Tagore Of Arts & Science College Chromepet in the year 2015

\* **HSC** with 61% from the T.S.K Govt Hr.sec School Mathur Tamilnadu state board in the year 2009

### **Languages Known**

English, Tamil.

### **Personal Details**

Name : VIJAY .K  
Sex : Male  
Date of Birth : 05/06/1995  
Father's Name : KRISHNAN .P  
Marital Status : Married  
Nationality : Indian

**Permanent Address** : NO :64 Pillayar Kovil Street Mathur Sriperumbudur,  
(Tk) Kanchipuram (Dt) Pincode 602105

**Declaration:**

I hereby solemnly declare that all the statements made in the above are true and correct to the best of my Knowledge and belief. I assure that I will be sincere and strive the development of the organization.

**Place:**

**Date:**

**(Signature)**