

Curriculum Vitae



S. CHANDRU

Contact Information:

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Objective:

To secure a challenging and rewarding role that aligns with my skills, interests, and values, offering opportunities for growth and development.

Education:

BBA(Business administration) -70%-University of madras, Chennai -2020

D.E.R.E (Electronics Robotics) - 88%- Swamy Abedhanandha Polytechnic Collage, Thellar-2017.

HSC (State board) – 55.16% - St,Ann's Higher Secondary School, Tindivanam – 2015.

SSLC (State board)- 85.2% - Cooshal Chand Higher Secondary School, Tindivanam – 2013.

Work Experience:

1.Present Organization: DK ELEKTRO & INDUSTRIAL SOLUCTIONS LLP,

Designation : STORE MANAGER(Coimbatore branch),

Period: 02-05-2024 TO TILL DATE

CTC; 5.5lakh

- ❖ Complete in charge of Inward materials & Dispatch Outward Materials
- ❖ Follow up the Procure the material as per sale requirements.
- ❖ Re-order level stock maintains, Monitoring FIFO , 1s , 2s & self life items as per MSDS.
- ❖ Establishing order quantities, Price negotiations, Comparison of delivery terms.
- ❖ ERP Postings & GRN preparation, documentation follow-up, E-invoice & E-waybill preparation for both inward & outward.
- ❖ Non-Moving Inventory & Expiry Items Stock Report Follow-up, Perpetual Inventory - Random stock checking for every month.

- ❖ RGP/ NRGPMaking in System ERP and Manual Based on receipt & closing.
- ❖ Information of Shortages, Excess Receipts, Receipts of Damaged goods from the suppliers on dailybasis to Supply module back office team.
- ❖ Responsible to get routine dispatch plan from marketing department to achieve the customer requirement as per OTD (On Time Delivery),
- ❖ Arranging logistics for dispatch to Customers & Follow up to ensure the material was delivered to the customer in good condition.
- ❖ Perpetual inventory planning and get approval from the management for adjustment on periodically with proper reason.

2.Previous Organization: Affinity Power Private Limited,

Designation : Purchase & Stores Manager,

Period: 02-08-2019 TO 30-04-2024

CTC; 4lakh

- ❖ Follow up the Procure all materials requirement as per the production plan.
- ❖ Complete Incharge of Inward materials & Dispatch Outward Materials & All parts re-order level stock maintains.
- ❖ Monitoring FIFO , 1s , 2s & self life items as per MSDS.
- ❖ Establishing order quantities, Price negotiations, Comparison of delivery terms, Identifying reliable suppliers.
- ❖ Entire all Raw materials, Consumables, tools & Packing material follow-up in Store.
- ❖ ERP Postings & GRN preparation, E-invoice & E-waybill preparation documentation follow-up. RGP/NRGPMaking in System and Manual Based on receipt & closing.
- ❖ Perpetual Inventory -Random stock checking for RM, FG, Consumables, Packing Materials, TradingMaterials every month.
- ❖ Non-Moving Inventory & Expiry Items Stock Report Follow-up.
- ❖ Scrap materials vendors follow-up -MS, e-waste, packing materials.
- ❖ Subcontract- job work material follow-up & Booking all service Subcontract Bills.
- ❖ Factory Admin maintain.(Petty cash handling &local purchase, Food order & follow-up, employee attendance, OT attendance, travelallowance, cab arrangements, meeting arrangements, etc....)
- ❖ Legal file work maintain like - Panchayat office, Revenue department, Health department, Factory &labour department work .

In Material issue section:

- Issuing materials to production as per the BOM.
- Issuing indirect material against Stores reservation and Department request.
- Receiving In-house & Supplier rejection materials from Quality with system note.
- Perpetual inventory planning and get approval from the management for adjustment – both Direct & In-Direct Materials on periodically.
- Responsible for timely disposal of assembly material scrap.

In Dispatch Section:

- Ensure packaging of goods with respect to defined quantity as per invoice
- Responsible to get routine dispatch plan from marketing department & interact with Manufacturing to achieve the customer requirement as per OTD (On Time Delivery)
- Responsible for all the Manpower allocation & managing in shift.
- Arranging logistics for dispatch to Customers.

3.Organization : M/s. BRAKES INDIA PRIVATE LIMITED

(Located at SEZ, Mahindra World City)

Designation:Trainee (01-08-2017 - 31-07-2019)

- Inward materials receipts & Physical Qty Verification Complete preparation of GRN.
- Any Qty of Shortages and Excess Receipts Materials & Damaged goods from the suppliers – on daily basis inform to supervisor.
- Proper storage - FIFO, Stacking.
- Service Entry Bills follow up (Subcontract Bills)
- RGP & NRGD-Document preparations.
- Production material & Consumables & Packing material Stock Maintain - Monthly Plan.

Skills:

- Material management
- Inventory control
- Procurement
- Logistics
- ERP systems (Busywin)
- Factory Administration
- Microsoft Office
- Communication and teamwork

PERSONAL PROFILE :

- Date of Birth : 31.07.1997
- Father's Name : Mr.SEKAR.P
- Sex : Male
- Marital Status : Unmarried
- Religion : Hindu
- Nationality : Indian
- Mobile : 8508636536
- E-mail : Dspchandru@gmail.com
- Languages Known : Tamil & English (Reading & Speech)

DECLARATION

I hereby declare that the above written particulars are true to the best of my Knowledge and belief .

Date:

Yours Truly,

Place:

(CHANDRU.S)