

RAMESHKUMAR UTHAMARAJ

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Status: Married
Nationality: Indian
DOB : 28th Oct 1981



Diploma in Computer technology – Batch : 1997 - 2000

PROFILE SUMMARY

- Self-Confident with strong management skills.
- Effective team player with strong interpersonal skills.

Work History

JANATICS

Janatics Industrial Automation India Pvt. Ltd.

Coimbatore, India

April 2021 – Present

Assistant Manager– Stores Department

Roles & Responsibilities

- Maintain of Store Stock with Accuracy level by system stock
- Handling complete store operations — from gate entry to finished goods (FG) dispatch.
- Monitoring receipt entry, store accounting, FG dispatch, and scrap sales.
- Leading a team of 15 members and managing inventory worth ₹25 crore.
- Coordinating with the Supply Chain Management (SCM) team for material planning.
- Organizing logistics for inter-unit and OSP (Outside Supplier) supplies.
- Monitoring material issues for production, development, and OSP requirements.
- Conducting perpetual inventory audits, achieving 98% accuracy.
- Providing training to team members for effective 5S maintenance.
- Controlling FIFO and shelf-life items through both manual and physical verification.
- Coordinating with the Accounts team for bill processing, account reconciliation, and debit note closure.
- Ensuring timely clearance of rejection materials to suppliers.

Achievements:

- Maintained high inventory accuracy (98%) through systematic auditing.
- Streamlined store operations leading to improved material traceability and reduced delays.
- Enhanced team performance through regular training and implementation of 5S standards.



Samudra Pumps India Pvt Ltd
Coimbatore, India

April 2021 – Oct 2024

Designation: Senior Officer – Stores Department

Roles & Responsibilities

- Maintain of Store Stock with Accuracy level by system stock
- Creating and adhering standards for personnel Safety
- Maintain & preservation of Materials in store stock.
- Manage the Store assets.
- Maintain overall image of the store like Inward controls, storage and feeding.
- Organizing of meeting for the targets like 5S, Safety, Line stoppage %, FIFO, Cycle counting,
- Coordination of planning, storing & controlling materials in an optimum manner in order to provide required materials to user departments.
- Co-ordination with Finance Department and coordinating with concerned departments for problem resolution to avoid payment delay.
- Handling of Manpower with 15 Members team
- Identify and resolve concerns in receipt, issue, warehousing, and inventory by interacting.
- Having the daily meeting with MFT to rectify the supply issues to trouble free assembly.
- Having a weekly meet with the Vendors to maintain proper storage of materials at their end.
- Monthly stock audit at vendors end to & provide data to top management.
- Making necessary documentation to meet out ISO principles.
- Inventory control.
- Handling of Transportation & Vendor follow-ups
- Handling of overall store functions
- Handling of various components casting, machined parts, packing materials, copper items with proper identification tag & storage of materials with proper accounting.
- Reconciliation of sub contract challans with the book of accounts .

Achievements:

Cost saving up to 5 lakhs to organization in the academic year 2021.



Sakthi Auto Ancillary Pvt Ltd.
Coimbatore, India

April 2019 – March 21

Designation: Store In charge

Roles & Responsibilities:

- Confirmation of GRN with PO for all materials were properly entered into ERP database.
- Tracked the arrival of recently ordered materials.
- Ensured that all quantity has been cross verified with GRN .
- Maintaining of Perpetual stock, Two Bin system.
- Maintaining of MOQ items
- Delivery of Items to Assembly as per FIFO & LIFO.
- Preparation of Stock MIS as per Management Requirement
- Stock reconciliation
- Follow up with Vendor for Production required items.
- Inspect deliveries for damage or discrepancies and report those to accounting for reimbursements and record Keeping & Rotate stock and coordinate the disposal of surpluses.
- Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain Inventory control.
- Handling of Transportation & Vendor follow-ups
- Handling of various components casting, machined parts, packing materials, copper items with proper identification tag & storage of materials with proper accounting.
- Reconciliation of sub contract challans with the book of accounts.



M N Auto Products Pvt. Ltd.

Oct 17 – March 19

Designation: Store Officer

Roles & Responsibilities:

- Tracked the arrival of recently ordered materials
- Ensured that all materials and products were properly entered into database
- Ensured that all quality control procedures were followed
- Identified and eliminated sources of pollution and other potential hazards
- Coordinated efforts with all members of the store team.
- Checked incoming goods to verify that received items matched what was actually ordered
- Maintained updated inventory records and placed new orders as necessary
- Prepared required shipping documents and coordinated deliveries with vendors
- Ensured that all materials were stored according to storage instructions
- Handling of 20 sub-contractors & follow-up with PPC for movement of materials for productions.

- Reconciliation of sub contract challans with the book of accounts

Achievements

Implementation of Two bin system



L.G. Balakrishnan & Bros
Coimbatore, India

Jan 2013 - Sep 2017

Designation: Store Officer

Roles & Responsibilities:

- Check opening Stocks as per Reports on daily basis specially running items
- Verify all the incoming material according to SOP/ISO Standard
- Prepare bills/Good Receipt PO of incoming material and submit to accounts
- Ensure the implementation of Inventory management system
- Verify all the last day activity(In/Out) & rectify the error if any
- Strong coordination with team , user departments
- Analysis the aging of stocks & communicate the management about obsolete Stock
- Manage the Store assets
- Handling of Transportation & Vendor follow-ups
- Reconciliation of sub contract challans with the book of accounts .

Achievements

Receive Best Store in interplant audit for 5s & Stock Level

Reduce Over time for drivers



Ranger Cotton Mills India Pvt. Ltd.
Gobichettipalayam, India

Jan 2008 – Dec 2012

Designation: Store Officer

Role & Responsibilities:

- Maintain receipts, records, and withdrawals of the stockroom
- Receive, unload, and shelve supplies
- Perform other stock-related duties, including returning, packing, pricing, and labeling supplies
- initiate purchase requisitions for the replacement of stock of all regular stores items whenever the stock level of any item of store approaches the minimum limit fixed in respect thereof..

**Variety Polysters Ltd.
Andhra Pradesh, India**

July 2000 – Dec 2007

Designation: Junior Store Officer

- Maintaining of proper store records
- Making of GRN entry , Materials Issues to Production & bill movement to accounts
- Initiate action for stoppage of further purchasing when the stock level approaches the maximum limit.
- To check and receive purchased materials forwarded by the receiving department and to arrange for the storage inappropriate places..
- To issue materials only in required quantities against authorized requisition notes/material lists
- To check the book balances, with the actual physical stock at frequent intervals by way of internal control over wrong issues, pilferage, etc.

TRAININGS UNDERGONE

- ISO 9001 : 2015
- Supervisory Skills

TECHNICAL SKILLS

- Knowledge in SAP – MM Module, MS Excel, MS Word, MS Power Point.

DECLARATION

I, hereby declare that the information furnished above is true to my fullest knowledge and can be tested accordingly. I assure you that I can surely bring laurels to the company through my smart cum hard work.

Place: Coimbatore

Date: 17/11/2023

U. Rameshkumar