

# RESUME

## G AJITHKUMAR

D.No:1/74, Nsk Nagar,  
Thiruninravur,  
kosavanpalayam (Post),  
Tiruvallur (Dist) - 602024.  
① :+91 7845132754

✉:ajithan221402638@gamil.com

### CAREER OBJECTIVE

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To be part of a dedicated team in a professional organization and accept Challenging positions which encourage growth of excellence and performance.

### EDUCATIONAL QUALIFICATION

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- ❖ **BSC (COMPUTER SCIENCE)** Graduate from University of Madras, Chennai.

### TECHNICAL SKILLS

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- Excel , Word
- EntERPrises
- Microsoft Navigation
- Oracle

### Skills & Strength:

- Dedication
- Self motivation
- Positive attitude
- Quick learner
- Situation adaptor

### Hobbies:

- Cricket
- Chess
- Volley ball

### EXPERIENCE DETAILS #1

**Company Name: SP ENGINEERS AUTO TECH INDIA PVT LTD**

**Client : DAIMLER INDIA COMMERCIAL VEHICLES PVT LTD & HYUNDAI MOTORS**

**Role : PURCHASE & STORES EXECUTIVE**

**Experience : 1<sup>ST</sup> SEP 2018 to Till Date**

**Responsibilities:**

- ✓ Follows our subcontract suppliers against customer monthly schedule .
- ✓ Rm planning for suppliers with Production dep commitment .
- ✓ Generating Purchase Order with manager approval.
- ✓ Handling inward & outward material movement inventory data's in Software and Excel .
- ✓ Preparing monthly opening stock and closing stock difference ERP vs physical stocks.
- ✓ Plan Material & vehicle movement for to avoid line stoppage to our customer end
- ✓ Reporting to our manager critical parts status and root cause
- ✓ Handling Eway Bill Process
- ✓ Handling Job order dc Process
- ✓ Material follow via through mail and tele calling
- ✓ Additional experience Invoicing process also
- ✓ Maintaining 3C & 5S in our Rm Area and Material Inward Area & Strictly followed in FIFO
- ✓ Follow to check Material invoice or dc Qty against Physical qty

**EXPERIENCE DETAILS #2**

**Company Name : ASAHI INDIA GLASS LTD**

**Client : HYUNDAI & FORD**

**Role : Data Entry Operator**

**Experience : 18-07-2017 to 20-06-2018**

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### **Responsibilities:**

- ✓ Production Planning control Oracle Data Entry Operator
  - ✓ Handling Production Entrys
  - ✓ Monitoring Hourly plan vs Actual
  - ✓ Monitoring Plan vs Actual in Production Efficiency
  - ✓ Monthly Stock Taking Activitys
  - ✓ Handling Cycle Count
  - ✓ Display the Mis reports in Oracle And Excel via
  - ✓ Conducting meeting for production entry pending status
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Name : AJITHKUMAR G

Date of birth : 05/02/1997

Father's name : Gunasekaran D

Sex : Male

Marital status : Single

Religion : Hindu

Nationality : Indian

Languages Known : Tamil, English

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### **DECLARATION**

I do hereby declare that the particulars of information and facts stated above are true and correct and complete to the best of my knowledge and belief.

Date:25-01-2023

Yours Truly

Place:

(AJITHKUMAR G)

