

RESUME

G AJITHKUMAR

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

✉:ajithan221402638@gamil.com

CAREER OBJECTIVE

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

EDUCATIONAL QUALIFICATION

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

TECHNICAL SKILLS

- **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 : 1ST 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

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 |

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

Place:

Yours Truly

(AJITHKUMAR G)

