

## VIGNESH .J

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6379455573

No.42/31, MGR Nagar, Ponneri -601204



### Objective

Highly motivated and detail-oriented professional seeking a challenging position where I can utilize my skills and experience to contribute to the growth and success of the company.



### Experience

**Rane Engine Valve Pvt Ltd**

*01.09.2020 - Present*

Stores & Purchase

#### Roles and Responsibility:-

- ✓ To Monitor and control the activity of warehouse
- ✓ Co-ordinator with our staff for receipt of material at warehouse
- ✓ Co-ordinator with our staff for functions of inward activity
- ✓ To follow up with materials department to rectify the discrepancy and po problem
- ✓ Co-ordination with material department for sending the rejection to supplier
- ✓ Co-ordination with out staff in day to day activity of stores
- ✓ Inventory control by proper planning
- ✓ Maintaining clean and healthing environment.
- ✓ Ensure & responsible for FIFO.
- ✓ Materials follow up with supplier & ensure right Quantity, Quality availability
- ✓ Disposing of obsolete and non-moving items.
- ✓ Month/year end stock taking as per plan
- ✓ Rejection accounting of supplier parts.
- ✓ E-way Bill preparation.
- ✓ Subcontract Supplier Month/year end stock closing.
- ✓ Highlighting Shortage materials to purchase.
- ✓ Store the materials in optimized space.
- ✓ Monitor the issue of the materials on proper authorization to proper person.

#### Stock Preparation:-

- ✓ Maintenance of store as per location code and implement of FIFO
- ✓ To update and verify shortage annalist particular bill of material as per production schedule.
- ✓ Supervision of storing and stocking of as material related division
- ✓ Monitoring and controlling of inward and outward material



### Education

**Government Boys' Higher Sec School - Ponneri**

*2013*

SSLC

73%

● **Government Boys Higher Sec School - Ponneri**  
2015  
HSC  
68%

● **Agurchand Manmull Jain College - Meenambakkam**  
2016- 2019  
BCA Bachelor of Computer Application  
70%



### Skills

● Having SAP knowledge  
● 5s Concept  
● Data entry  
● Inventory control  
● Daily monitoring critical stock  
● MS Office



### Languages

● English  
● Tamil



### Personal Details

● Date of Birth : 30.12.1998  
● Marital Status : Married  
● Nationality : Indian  
● Gender : Male  
● Blood group : B+



### Work Experience

● Having a 4.6 years experience in material management department ( MMD- Stores)



### SAP Knowledge

● GRN Preparation  
● Stock Transfer Posting  
● Purchase order creation/ Schedule agreement  
● Material storage Preparation  
● Subcontract Challan Preparation



### Declaration

● I hereby declare that the information provided above is true and correct to the best of my knowledge and belief. I take full responsibility for the accuracy of the information.