

R. DINESH

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Seeking Materials Engineer assignments in Material Handling and Stores with a growth-oriented organization.

Location Preference: Chennai / Bangalore

PROFESSIONAL SYNOPSIS

- A dynamic professional with **13 years 10 months** of rich experience in **Materials Handling, Store Management, Quality Assurance Acceptance Management, Materials Management and Stores Development management and also Administration Based jobs like Invoices preparing, work order opening and closing for against production Dispatch schedules. Maintain Daily production stocks.**
- A Material planner with honed skills in planning & executing Stores department in compliance to the pre-defined quality standards.
- Expertise in choosing of various equipment & machinery for reducing downtime & enhancing operational effectiveness of materials.
- An effective communicator with excellent relationship management skills and strong analytical, problem solving & organizational abilities; possess a flexible & detail-oriented attitude.

ORGANISATIONAL EXPERIENCE

June 2011 – June 2013	M/s TVS Motors, Chennai	Officer. (Stores Admin back-office)
Aug2013-May 2015	A.V.Thomas Leather Products, Guindy	Stores In Charge
June 2015- May 2019	Hine Hydraulics India Pvt Ltd. Pappambakkam.	Warehouse In Charge/ Admin Executive.
Aug 2019- Nov 2022	Jumbo bag india private limited.	Dispatch supervisor.
Jan 2023- Oct 2025	Westart communications Pvt Ltd. Guindy.	Disposal Manager.

KEY DELIVERABLES

Store Management

- Anchoring on-material activities to ensure completion of month requirements with in time & cost parameters and effective resource utilization to maximize the output.
- Inspecting store to observe and evaluate condition and operability of facilities and Intake control, and observe the store inventory by procurement software in Tally, Delight, ICE, EDT ERP.
- Working on succession planning of the workforce, shift management activities, appraising the member's performance & providing feedback.

Quality Assurance Acceptance Management.

- Reviewing engineering drawings, technical specifications, cost estimates for Materials and reviewing & analysing production change order proposals & submittals.
- Identifying the areas of obstruction / defects and conducting root cause analysis / failure mode & effect analysis to rectify the materials.

Materials Management

- Directing the development and implementation of key procurement strategies, contingency plans and ensuring that plans are aligned with production requirements.
- Managing day-to-day supplier performance to ensure meeting of service, cost, delivery and quality norms.
- Receipt and issue of materials (Binning, Storing, Preservation).
- Segregating the Documents purchase order wise & Prepare the Documents.
- Handling Heavy Engineering & Automotive Equipments.
- Continuously Monitor the Minimum Order Level.
- Interpretation of various MIS Reports.
- Ageing Analysis.
- Maintaining zero inventories for spares and consumables.
- Dispatch of goods.
- Accounting Materials.
- Monitoring inventory and excise controls.
- Perpetual inventory on daily basis.
- Generating MIS reports.
- Maintaining FIFO for all materials. Monitoring shelf life items periodically.

Administration Management

- Acknowledge sales order Acknowledgement Documents From Customer.
- Creating Sale orders in ERP against customer sale order Acknowledgement Documents.
- Acknowledge customers Dispatch schedules.
- Creating work order in ERP against Production planning against customer DS
- Closing work orders against Daily production FG List.
- Daily production stock in ERP.
- Preparing sale invoices against production packing list.
- Handover all sale acknowledge invoices documents to accounts.

Disposal Management

- To monitoring legacy waste secretion process wise.
- Intake legacy waste from Greater Chennai corporation waste yard.
- Maintaining Daily process and disposal Reports.
- Daily stock measuring for secret legacy waste.
- Maintain disposal stock reports.

- Monitoring transportation vendor quotations.
- Organizing disposal vehicles as per daily plan.
- Monitoring scrap vendor quotations.
- Finding new disposal sites for inert disposal.
- Manpower shift planning.
- Maintaining excavators and JCB daily reading report.
- Monitoring machine operation process.
- Preparing ERP vehicles reports for inward and outward process.
- Preparing disposal invoice for outward materials.
- Implement new vendor for all disposal materials.
- Coordinate with GCC for projects developments.
- Preparing disposal and processing reports for GCC.
- Monitoring hourly processing reports.
- Maintaining inventory reports.
- Preparing overall disposal and stock reports to GCC.

QUALIFICATION

- Diploma in Engineering (D.EEE.) – Electrical with 1st Division from Sri Ram Polytechnic College, Perumalpattu, in 2011.

IT SKILLS – Windows, AutoCAD 2007, UNIGRAPHICS 2007, Tally, & MS Office, c , c++.

PERSONAL DETAILS

- Date of Birth : 03st Oct. 1989
- Nationality : Indian
- Marital Status : Married
- No. of Dependents 4
- Language Known :Tamil, English.

Date:

For R. DINESH

Place: