

RESUME

RAJALINGAM .T

4/1 Manikapuram

Edayapatty(via)

Kulithalai(tk)

Karur(Dt).

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CAREER OBJECTIVE:

To work in challenging and responsible position where my professional background can be utilized for the progress of the organization to update myself with the latest technologies, so as to enable myself to establish future

EXPIRIENCE:

From june-2014 to March-2016 Training in TVS Motor Company - Hosur as factory production.

From March-2016 to March-2017 Apprentice in SE Electrical (Suzlon).Coimbatore as Store keeper.

From March-2017 to Jan-2019 Working in Associated Autotex Ancillaries Private Limited Coimbatore as Store Executive.

From Jan-2019 to till date working in Steer Engineering. Coimbatore as Store Executive & Dispatch In charge.

EADUCATION QUALIFICATION:

| QUALIFICATION | NAME OF THE INSTITUTION | YEAR OF COMPLETION | MARKS IN PERCENTAGE |
|---------------|------------------------------------|--------------------|---------------------|
| DEEE | KONGUNADU POLYTECNIC COLLEGE | 2011-2014 | 84% |
| HSC | GOVT HIGHER SEC SCHOOL THOGAIMALAI | 2009-2011 | 45% |
| SSLC | GOVT HIGHER SEC SCHOOL THOGAIMALAI | 2008-2009 | 60.4% |

ROLES & RESPONSIBILITIES:

- Maintenance of stores records & accounting of all receipts & issue.
- Giving shortage information to stores manager as per production plan.
- Maintaining FIFO (First in first out) method for production issue.
- Involving in physical stock taking and reporting to stores manager once in month and reporting of the same.
- Collecting and moving scarp to scrap yard as quality documents in monthly wise.
- Maintain shelf life item monthly wise.
- Arranging inspection of receiving materials and ensure that such inspection is done without delay.
- Issuing materials to production according to daily production plan.
- Arranging materials to the appropriate stores proper identification.
- Stores materials allocation
- Maintaining 5s in stores
- Handling with FORK LIFT & EOT crane (electrical overhead traveling crane).
- Preparing Purchase order for purchase , subcontract and others
- Goods Receipt Note (GRN) Preparation and communication with Finance / Purchase. And generate the debit PO for rejection materials.
- Maintain Inventory for all SFG
- Generate the outbound. And handling the dispatch and packing works. Arrange the transport for vendor end .

SOFT SKILLS:

- MS office
- ERP, SAP handling in all activity of stores deportment.

LANGUAGE:

Tamil - Read , write and speak

English- Read ,write and speak

PERSONNAL DETAILS:

NAME : T.RAJALINGAM
DATE OF BIRTH : 05-10-1993
NATIONALITY : INDIAN
RELIGION : HINDU
FATHER'S NAME : Mr.THANGARAJ.P
MOTHER'S NAME : Ms.VEMBU. T
LANGUAGE : TAMIL&ENGLISH

DECLARATION:

I hereby declare that the above furnished information's are true to the best of my knowledge.

PLACE:**SINGNATURE****DATE:****(RAJALINGAM.T)**