

JEYAKUMAR RAJAGOPAL

E-mail: jeyakumar.manochitra@gmail.com

Mobile: +971563563415



CAREER OBJECTIVE:

To excel in my field of expertise there by providing the best of my efforts in to the professionally managed organization, this allows me to expand upon my knowledge and skills by contributing in the best way to perform extra ordinary well.

WORK EXPERIENCE:

Company: **AL BADDAD CAPITAL FZCO**

P.O. Box 56162, Techno Park, Dubái, UAE.

Position: **Storekeeper cum Supervisor**

Department: Warehouse

Duration: **July 2012 up to Till Date**

Roles and Responsibilities:

- Handling the issue and receives of the material which related to the factories and coordinating with the factory managers for their requirements.
- Coordinating with quality department for inspection of incoming materials.
- Manage inward of the materials through physical checks of all the incoming materials with reference to the vendor's Delivery note and our Purchase Orders.
- Ensuring that finished goods shipped to customers are matched with the actual invoices issued to customers.
- Checking the availability of materials and make the Purchase Request (PR) for non-availability Materials.
- Responsible for arranging materials for the site work in advance
- Update bin location in the ERP for receiving, issuing, return and transfer materials.
- Manage computerized Stock Management Systems to ensure accuracy at all times.
- Analyze inventory reports and monitor all inventory transactions.

- Optimize and control inventory levels at all times.
- Controls inventory level by conducting physical counts, reconciling with data storage system.
- Maintain stock between minimum & maximum (min & Max)
- Coordinate with warehouse team to implement and ensure control system to reduce damage, breakage and inventory obsolescence.

OTHER DUTIES:

- Co-ordination with purchase department regarding the purchase orders (LPO's), Purchased materials status and delivery schedules.
- Co-ordination with Finance and Accounts department regarding supplier delivery notes.
- Co-ordination with Production and factories regarding the materials.
- Co-ordination with sales teams and branches regarding delivery schedules and items quarries for sales and rental items.
- Co-ordination with clients for delivery schedules and delivery location.
- Co-ordination with storekeepers regarding picking of materials and receiving of materials.

PREVIOUS EMPLOYMENT:

Company: **MANAPPURAM GENTERAL FINANCE AND LEASING LTD**

Duration: July 2010 to April 2012

Designation: **Junior Officer / Internal audit assistant**

Responsibilities:

- Preparation of Cash Book and Stock Register
- Preparation of Patty Cash and Book Keeping
- Preparation monthly-end closing reports
- Sometime managing all the cash transactions in my workplace and tally the balance of the cash at the end of the day.
- Recording the day to day transaction and records maintenance

Internal Audit Assistant

Responsibilities:

- To conduct periodical inspection of the branches
- Physical verification of valuables (Gold/Cash)
- Verification of day to day transactions.
- Verification of Bank reconciliation statement.
- Verification of statutory registers and other records

EDUCATION QUALIFICATION:

- **MBA (Finance &System)** in the year of 2010, VLB Janakiammal College of Engineering and Technology, Coimbatore. Tamil Nadu, India.
- **B.COM (Computer Application)** in the year of 2008, Ayya Nadar Janaki Ammal Collage, Sivakasi. Tamil Nadu, India.

PERSONAL DETAILS:

Nationality/State: Indian/Tamil Nadu

Date of Birth/Marital status: 29.05.1987 /Married

Languages: English, Tamil, Telugu, &Hindi

PASSPORT DETAILS:

Visa Status: Employment Transferable (Free Zone Dubai)

Passport No: J1097952 / Issue Place: Madurai

Date of Issue: 07/06/2010

Date of Expiry: 06/06/2020

DECLARATION:

I hereby declare that the above information is true and correct at the best of my knowledge.

DATE:

JEYAKUMAR RAJAGOPAL