

**Siva Kumar.S**

Old No.49 New No.89,

MUTHU KOTHANAR STREET,

RAJAPALAYAM-626117

Email-ID: [shivakumarshanmugavel034@gmail.com](mailto:shivakumarshanmugavel034@gmail.com)

Mob.No: 9787526855

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**PERSONAL INFORMATION:**

Father's name	: Shanmugavel .P
Date of Birth	: April 09 1968
Marital Status	: married
Languages Known	: English, Kannada and Tamil
Computer literacy	: Worked under Microsoft word & Excel, Tally 7.2, SAP 3/8

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**Work Experience:**

**MADURA GARMENTS EXPORTS, (A Unit of Aditya Birla Nuvo Ltd.)**

Period : 09 Oct 2002 to Dec 2016

Designation : Sr.Store Executive Officer

**Job Profile:**

- Purchase of all Trims & Fabrics for Garment Manufacturing units.
  - Purchase of all Machine Spares & Chemicals for Wrinkle free & Washing units.
  - Getting order details from all Merchandisers and Preparing pending orders list according to delivery dates.
  - Follow up of letter of credits with factories and buyers.
  - Once the Trims is inspected collecting final inspection Reports from Quality controllers.
  - Follow up for factories payments with buyer. Corresponding independently with buyers.
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**Admin:**

- Maintenance of Staff register, medical, travel register etc.,
  - Co-Ordination with several Govt., Departments like Professional Tax, Income Tax, and labor Department.
  - Maintenance of office and office guest house.
  - Supervising of communication and EDP departments.
  - Arrangements of Official get together parties, annual trips.
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**Accounts:**

- Handling of petty cash.
  - Preparation of salary statement.
  - Handling payments for local vendors.
- : Know all ISO procedures / Documentation
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**Hallmark Industries Pvt.Ltd.,**

**Period** : 1<sup>st</sup> June 1997 to December 2002  
**Designation** : Sr.Stores Officer

**Job Profile:**

- Issue of all Trims & Yarn Fabric for Garment Manufacturing units.
- Purchase of all Machine Spares & Main Store Maintenance & Co-ordination to Production Departments.
- Follow up of Trims & Yarn to vendors. Independently corresponding with buyer and suppliers.

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**Madura Coats Ltd.,**

**Period** : From November 1989 to June 1997  
**Designation** : Warehouse Officer

**Job Responsibility:**

- ❖ Preparation of GIR & GRN.
- ❖ Following Up from Suppliers for Trims & Fabric.
- ❖ Production Orders wise Issues Fabric and Trims.
- ❖ If any discrepancy is found contact directly with the customer to get the same rectified.
- ❖ Handling documentation for stores & samples.
- ❖ GRN document send to Accounts department.
- ❖ Maintaining register of Trims & Fabric issues.
- ❖ Handling general administration for stores.

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**Declaration:**

I hereby declare that all the information furnished above is true to the best of my knowledge.

Thanking you,

PLACE: Rajapalayam

DATE:

[Sivakumar.S]