

Siva Kumar.S

Old No.49 New No.89,

MUTHU KOTHANAR STREET,

RAJAPALAYAM-626117

Email-ID: shivakumarshanmugavel@gmail.com

Mob.No: 9787526855

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

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.
 - Maintance 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 : 1st 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.

Madura Coats Ltd.,

Period : From November 1989 to June 1997
Designation : Where house 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.

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]