

Er. N. SELVA SUNDARAM

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SEEKING BETTER OPPORTUNITIES IN THE FIELD OF DOCUMENTATION

An **Mechanical Engineering** Graduate having completed **10 years** of professional experience with recognized proficiency in **Certification & Documentation** of both Domestic and International certification ; Testing and **Preparation of Report** for the Project; Quality inspector of Mechanical/Electrical/Electronic industrial spares; **Experience in Documentation & File Maintenance** of Supply chain management & **Materials Management**; Research and Development of Consumer Home appliance product:

Core Expertise:

- ❖ Experienced and Expertise knowledge in Documentation works.
- ❖ Handled works in Materials Management-Supply Chain.
- ❖ Hands on experience in interaction with Government officials, International certification officers.
- ❖ Hands on experience in Cost saving/development projects.
- ❖ Hands on experience in Report Generation & Testing of products with international standards.
- ❖ Hands on experience in MM module of my SAP ver 720.
- ❖ Expertise knowledge in all Computer applications and general usage of computer.

A. PROFESSIONAL WORK EXPERIENCE

A : Venus Home Appliances P Limited, Tuticorin, Tamilnadu, India.

Position Held:

1. Product Development Officer
2. Senior Lab Officer

Period : (Sep 2013 – May 2020)

Left reason:For the betterment.

- **Preparation of Report** for Testing and Analysis of Product.
- Design Incharge for New Concept.
- **Incharge for Documentation and Certification** for variant products and activities.
- Preparation of Report for Sample Spares.
- Designing and Drafting of 2D and 3D CAD drawings.
- Report Generation of **Bill of Materials and Costing of Product.**
- Incharge of Performance Analysis and **Validation of Reports** for the improvement in Product.
- **Incharge for all type of creation of all documents, testing and reports for new certification.**
- Incharge for renewal and annual maintenance of running certification.
- Handling of Cost Saving Project and Product Development activities.
- Responsible for Testing and Certification incharge for Indian Standard Certification of ISI,BIS, BEE.
- Responsible for Testing and Certification incharge for Export Standards of G, EQM, S&CE, CB.

- **Incharge of Standard approved Product Marking** for both domestic and International Standards.
- Quality Assurance activities for Water Heaters & Ceiling fans as per **ISO norms**.
- Areas of Certification and documentation works for Ceiling Fan :: **Bureau of Energy Efficiency**
- Areas of Certification and documentation works for Water Heaters as follows:

Countries:	Standards Handled	Certification & Documentation works
Indian	IS 2082 , IS 302	BIS, BEE-Star Rating
International	IEC 60335-2-21, IEC 60335-1,IEC 61000-2-1, CISPR 14000-1	CB,EMC,G
UAE	UAE.S.5010-4	ESMA-EQM, ECAS
European Countries	EU812 & EU814, EN 50334	S mark, CE mark, ErP Grade
Gulf Countries	IEC standards	G mark

B. Southern Petrochemical Industries Corporation Limited, Tuticorin,TamilNadu,India.

Position Held:

1. Executive Officer – Supply Chain Management.

Period : (March 2012 to September 2013)

Left reason:For the betterment.

- Responsible for the procurement of engineering equipment, spares, chemicals etc.,
- Timely procurement of quality materials from local and international market at competitive prices.
- Planning of critical spares, accessories and consumables.
- Conducting Techno-commercial negotiation related with material which are of high value and critical in nature.
- Critical spares review and follow up.
- Establish and renew the rate contract with added pricing advantage and least lead time possible for regular items.
- Vendor development, rating and assessment and report preparation.
- Obtaining bank guarantee for advance / performance and follow up with vendor for its renewal.
- Scrap assessment & its disposal through online auction.
- Forecasting of cash flow for the purchase of materials on weekly monthly and quarterly basis.
- Review of purchase orders status on weekly, monthly and quarterly basis.
- Coordinating with the Stores in accepting and rejecting the materials and follow up for quick replacement.
- Initiating cost reduction exercises by adopting the best practices in purchase in minimizing the inventory holding cost.
- Handled March 2013 Annual turn around purchases for SPIC's Urea and Ammonia plants.
- Earned revenue of around 1 crore by disposing scrap materials vide e-auction in the financial year 2012-13.
- Handled inventory control measures around 5 crores by valuing of unused materials for more than 25 years.

C. Venus Home Appliances P Ltd, Tuticorin, Tamilnadu, India

Position Held:

1. Officer – Product Development

Period: (June 2010 to March 2012)

Left reason:For the betterment.

- Responsible for the documentation and reports in efficiency of product and execution of star rating level from Bureau of Energy Efficiency, New Delhi.
- Designing and Drafting of 2D and 3D mechanical drawing.
- Benchmarked various company products and prepared reports.
- Design for modification in the product/process.
- Execute different materials and its testing of spares used in product.
- Execute practical testing of sample designed product and check for Indian Standard norms in internal Lab.
- Implement cost saving ideas in the product as well as manufacturing process.
- Initiating and Executing the government mark & certification of product for Indian and international market.
- Handled projects on Certificates related to Southafrica, Dubai, Kuwait. (S mark, KUCAS, ASTA, D mark, CEetc.

D. EDUCATIONAL QUALIFICATION :

Course Name	Organisation	Grade	Marks Percentage	Year of Completion
Lower Level Degree of Schooling-10 th Standard	Star Matriculation School, Tamilnadu, India	A++	88%	2004
Higher Level Degree of Schooling-12 th Standard	St.Francis Xavier School, Tamilnadu, India	A	82 %	2006
C Programming	VES Computers, Tuticorin	A		2006
Bachelor in Mechanical Engineering Course	Anna University, Tamilnadu, India.	A+	83 %	2010
Six Sigma Green Belt Course	GA Services, Uttar Pradesh, India	A+		2011
Testing course of Electrical Equipments	ERDA, Government testing lab, India.	A		2011
Testing course of Electrical & Electronic equipment/products	Kakkalur, Government testing lab, India	A		2012
Zero defects in Quality Control	Confederation of Indian Industry, Tamilnadu,India	A		2015

E. PROFESSIONAL SKILLS ::

Soft skills : mySAP 720 (MM module), C language.
Microsoft package, Openoffice
Package.
Design skills : 2D drawings design (Autocad)
3D drawings design (Inventor, Catia, Pro-E)
Analyse skills : ANSYS
Platform : Windows 2000/XP
Typewriting skills : A++ grade in English language and A grade in Tamil Language.

F. PASSPORT DETAILS ::

Date of Birth : 29/12/1988
Gender : Male
Father's Name : Mr. S.Navakodi Narayanan.
Family Group : Goldsmith
Nationality : Indian
Language Known : English, Tamil.
Hobbies : Playing Table Tennis & Chess
Home address : 54/4 Rahumthulapuram street (west), Tuticorin, Tamilnadu.

G. PASSPORT DETAILS ::

Passport Number : L8781981
Passport Valids : 15/04/2024

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

Place :: Tuticorin, Tamilnadu, India.

Date :: 20.08.2020



(N.SELVASUNDARAM)

