**RESUME**

**G.KARTHIKEYAN Mobile No: 9962873033**

**E-mail id:- gkk021982@gmail.com**

**CAREER OBJECTIVE:-**

I am currently seeking an opportunity in a challenging environment where my skills and knowledge are utilized for the growth of the organization. Being a fast learner, I will grasp things quickly and work for the company prosperous and its motto.

**EDUCATIONAL QUALIFICATION:-**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Board of Study** | **Name of the Institute** | **Year of Passing** |
| **B.com** | **Chennai University** | **Govt. Arts & Science college, Nandanam, Chennai-600035** | **2004** |
| **H.SC** | **State Board** | **Wesley Higher Sec.School, Royapettah,Chennai-14** | **2001** |
| **S.S.L.C** | **State Board** | **St.Pauls Mahajana High School, Kaladipet,Chennai-19** | **1999** |

**Technical Skills:-**

* **DCA (Diploma in Computer Application)**
* **Type Writing Lower in English**

**ERP Skills:-**

* **SAP**
* **Tally ERP-9 (Version 6.4)**

**WORK EXPERIENCE**

**Current Company Name : Delphi-TVS Diesel Systems Limited**

**Oragadam, Sriperumbudur Taluk,**

**Kancipuram Dist – 602 105**

**Business : Manufacturing Diesel Injection Systems**

**Designation** **:**  **Stores Officer**

**Period : 04-01-2013 TO Till Date**

**Previous Company Name**

**Company Name : MRF Corp Limited**

**Sriperumbudur,**

**Kancheepuram Dist- 602 105**

**Business : Manufacturing Paints**

**Designation : Junior Assistant – Dispatch**

**Period : 19-03-2008 TO 16-08-2012**

**Area of Exposure & My Responsibility in Accounts department**

* **Receive and account all Direct & Indirect Import & Local materials.**
* **Received materials samples given to QC for approval.**
* **QC approved materials will be moved to Storage area.**
* **QC rejected materials stored in rejection area and informed to purchase dept (or) Vendor.**
* **To Raise the Rejection note and send back the material to vendor with proper documents.**
* **To Receive SIT and issue materials to production line on FIFO basis**
* **Preparing GRN in SAP and the original invoice copy given to Accounts dept for payment.**
* **To maintain the Stock items & Non stock items in separate area.**
* **Handling-rejected production material and scrap items for disposal.**
* **Maintain records of supply & Issue documents for verification.**
* **Monitoring stock level and advise purchase dept for timely supply.**
* **Coordinate with accounts department for closing stores ledger every month.**
* **To segregate stock items and to maintain the ABC analysis.**
* **Identification of Non moving items taking action for disposal.**
* **To follow Kaizen,3c &5s system and Kanbaan activities in Stores.**
* **To maintain returnable and non returnable gate pass.**
* **Physical Stock taking for every month and to maintain zero variance.**
* **To making stock transfer invoice for one plant to another plant.**
* **To Raise Sub contractors invoice& e-way bill for job work materials.**
* **Overall responsibilities for ISO 9001, OSHAS & ISO 14001 activities.**
* **Prepare MIS report on consumption and stocks for monthly flash.**

### **PERSONAL DETAILS**

Name - G. Karthikeyan

Father Name - P. Ganesan

Mother Name - G.Selvi

Date of Birth - 02.12.1982

Gender - Male

Marital Status - Married

Nationality - Indian

Religion - Hindu

#### DECLARATION

I do hereby confirm that the information furnished above is true to the best of my knowledge and belief.

Place: Yours Faithfully

Date: (G. KARTHIKEYAN)