G.S.MUKUNTHAN H.NO1-35/3, Hasmetpeth

83097-95257 Near NRSA Quaters,

Old Bowenpally

[mukunthan1202@gmail.com](mailto:gs.mukunthan@gmail.com) Secunderabad-500011

**RESUME**

**ORGANISATIONAL EXPERIENCE**

1. At Present Working as **Supply Chain Management Executive** at **M/s Euroflex Transmissions India Pvt Ltd**., **(A Rexnord Corporation, LLC Group)** ,Hyderabad, Andhra Pradesh from 06.07.2012 to till now

**JOB RESPONSIBILITIES:-**

(Overall Responsibilities are entire Material Movement as well as Sub-contracting process)

* Receiving the materials, after checking PO
* Preparing GRN, in SAP MM Module.
* Safe storage (Batch wise & Order wise) of material
* Issue of Material for in house production / Subcontractor
* Preparation of Delivery Challan for material Movement to Sub-contractors.
* Maintaining Pricing condition for each items
* Maintaining HSN Code for each items
* Dispatch of Material & obtain delivery acknowledgement
* Preparation of Stock Transfer Order between Storage Locations of Plant
* Monthly taking Cycle Count
* Doing Physical Verification
* Preparation of Physical Inventory Document.
* Sub-Contractor Process Management
* Maintaining Material Movement Register.
* Tracking all Job Work operation as well as Billing
* Preparation of ITC-04 Report (Details of inputs/capital goods sent for job-work) , For GST Return Filling
* Preparation for Duty Debit for Export free supply.
* Preparation of MIS Report.

1. Worked as **Warehouse Executive** for **M/s Globalway Logistics** client of **M/s Reddy’s Laboratories (**Plant 6056), Secundrabad, Andhra Pradesh, from 08,March,2011 to 04.07.2012

**JOB RESPONSIBILITIES:-**

* Handling the Receipts and Storage of Packing Materials
* To implement and follow intensively the reporting system in the hierarchy.
* To dispatch materials within 12 Hrs. of order entry
* Giving a weekly report of work status to the superior
* Maintaining Stock accuracy
* Maintaining the GMP at the center with stringent cost control, timely supplies and optimum inventory management techniques /strategies
* Dispatching material within time period.
* No discrepancy in monthly stock check.
* Preparation of MIS reports
* Planning for Monthly Cycle Count
* Preparing RGP, NRGP & Excise Challan’s
* Transport Planning.
* Supervising Loading as well as Unload (Checking Batch No, DC )
* Day to day Central Excise Work Updating Credit & Debits
* Maintaining RG-23D Book
* Cen vat & Part II posting in SAP (Material Management)

1. Worked as Supervisor at **M/s Patrick Enterprises**, Client of **M/s Metro Cash & Carry Ltd.,** in repacking section for M/s METRO, UPPAL from 14th Sep, 2010 to 07, March 2011.
2. ***Worked as Marketing Executive at M/s SAMSEL PUBLICATIONS*** *(School Computer Books for Academic Excellence)****, Chennai, from October 2009 to September 2010.***
3. ***Worked as Purchase & Stores Executive* at M/s Thripura Enterprises,(Distributors of *Stationeries, Soaps, DSA for TATASKY DTH etc.*,) Dindigul, From July 2004 to September 2009**
4. ***Worked as a Centre Head*** ***cum Marketing*** of M/s Kids Infosys, Dindigul a Franchisee of M**/s I.T.kids (p) Ltd.,** Computer Training Centre for Children, between 4 & 14 Years, January 1999 to June 2004.

**Personal Information**:-

Permanent Address : Plot no 40, Subrayamaniya Puram,

Behind AR Police Quarters,

Trichy Road, Dindigul- 624 008

Father’s Name : G.R.Subbaraman

Date of Birth : 12-02-1974

Sex : Male

Nationality : Indian

**PROFESSIONAL QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Course | Institution | Year | Class |
| HDSE | Aptech Computer Education | May 96- Jun 98 | First |

**Technical Knowledge:-**

Languages : Basic, C, C++

Packages : Ms-Office

DBMS : FoxPro 2.6 Windows Based

RDBMS : Oracle 7.1, Developer 2000

Operating System : Dos 6.22, Unix 3.11, Windows

ERP : TALLY , SAP – MM MODULE

**PROJECTS:**

|  |  |  |  |
| --- | --- | --- | --- |
| S. No | Name | Organization | Software |
| 1. | Computerization of Telephone Billing | Telephone Exchange, Dindigul | FoxPro 2.6 |
| 2. | Stores Maintenance | M/s United India Foods, Dindigul | Oracle 7.1 |

**TECHNICAL QUALIFICATION:-**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| COURSE | INSTITUTION | YEAR | CLASS | SPECIALISATION |
| D.E.C.E | RVS Polytechnic, Dindigul | 1993-1996 | First | Industrial Electronics |

**PROJECT : PCB Manufacturing Machine**

**EXTRA CURRICULAR ACTIVITIES:**

1. National Service Scheme.
2. Scouts Movement.

**SPORTS**

Represented School Cricket Team as well as Volley Ball Team.