# ARUN KUMAR

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ARUN KUMAR

S/o Ningappa.G

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**Career Objective and Snapshot**

**Objective:**

To give my best to the organization in the field of stores cum purchase activities, wherein creativity & hard work are recognized, appreciated, encouraged & awarded for mutual benefit and growth.

**Snapshot:**

I have started my career associate production and today managing stores cum purchase department for a production firm. I have 15 years of industry experience. I am committed and attentive to the details of the job needs. Good at vendor sourcing and procurement and stores.

**SKILLS:**

**Responsibilities of Store:**

* Receive Material as per Invoice in to receiving area.
* Check for Damage / Discrepancy in quantities inform Buyer/Planner through E-mail.
* Preparing receipt for raw materials, processing the Bills for payments and maintaining Documentation.
* Ensure Proper Grounding when handling the ESD Materials.
* Receive Pick ticket from Order Admin.
* Pick Materials for Shop order quantity through physical Counting or weighting.
* Following FIFO System.
* Maintaining Cycle-Time of Material Issued, Handling of Chemicals.
* Maintenances of all stores records like GRN, DC, Job work DC, Purchase Order and RGP & NRGP.
* Job work slip preparing.
* Annexure II / returnable challan preparing.
* Commercial taxes department related E – Way Bill preparing.
* Stores requisition cum issue slip through stores material given to production.
* Using BAAN & Tally & ERP9 and SAP.

**For On-line Rejection/Replacement:**

* Receive MMO from production.
* Issue materials against the MMO (Material Movement Order).
* Update the MMO transaction into the system.
* Stamp the date and entered seal on the MMO Form.

**For Purchasing Activities:**

* Taking care of MRO purchases for day to materials.
* Identifying new vendors for competitive prices.
* Introducing OEM suppliers for getting better supply.
* Taking care of Tenders, contract, Etc.
* Creating Purchase Orders, GRN etc., using BAAN & Tally & ERP9 and SAP.
* Taking care of payment issues.
* Conducting regular meetings with inter-departments.
* Knowledge in Logistics activities.
* Reporting to the General Manager.
* Taking care of new vendor code creation activities.
* One purchase order release before three quotation attaché deferent Supplier with negotiate price selected supplier after release the purchase order.
* Return of rejected components to the suppliers.
* Provide technical support to customers through e-mail.
* Identifying new vendors for competitive quotation and negotiate the price.
* Issuing advance payment to the suppliers with reference to their Proforma invoice.

**Vendor Development:**

* Establishing corporate supplier qualification and approval processes.
* Defining conducting and managing supplier audits program and follow up on corrective measures and approval criteria.
* Participating in customer audits of the company’s supply chain management system and processes, and participates in self audits to identify opportunities for improvement.
* New vendor code creation for our company.

### Job Experience:

Presently working with **Altigreen Propulsion Labs Pvt Ltd, Bangalore.**

(Electrical Vehicle Manufacture Company)

**Designation: Sr. Executive Stores.**

[Stores Cum Purchase Dept]

From: July 2019 to till date.

Worked with **R.K.Powergen Pvt Ltd, Hiriyur.**

(Biomass Power Plant Boiler 100 TPH & Turbine 1x25MW)

**Designation: Stores Officer.**

[Stores Cum Purchase dept]

From: July 2012 to July 2019.

Worked with **Aditya Auto Engineering Pvt Ltd, Bangalore.**

**Designation: Stores Officer.**

From: January 2012 to July 2012.

Worked with **FLEXTRONICS Technologies India Pvt Ltd, Chennai.**

**Designation: Purchase Administrator (MRO).**

[Materials dept]

From: April 2006 to December 2012

Worked with **Micrologix Pvt Ltd, Bangalore.**

**Designation: Associate– Stores.**

**F**rom: Sep 2005 to Mar 2006

Worked with **TVS Electronics Pvt Ltd, Chennai.**

**Designation: Associate – Quality.**

**F**rom: Aug 2004 to Aug 2005

Worked with **TVS Electronics Pvt Ltd, Tumkur.**

**Designation: Associate – Production.**

From: Aug 2002 to Jul 2004

**Educational Qualification:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **University/institution** | **Year of completion** | **% of marks**  **& Class** |
| Graduate Diploma In Material Management | Indian Institute Of Management And Engineering – Mysore University | 2008 To 2011 | 65.53% |
| ITI Electronics | A.B.S.S.K Samaja Khoday C Venkos – Harihar institution | 1999 To 2001 | 62% |

### Personal Details:

Name : Arun Kumar

Date of birth : 01.06.1980

Sex : Male

Marital Status : Married

Languages Known : Kannada, Hindi, English, & Tamil.

Nationality : Indian

**Hobbies:** Playing cricket and football.

**Declaration**

I hereby declare that all the information provided above are true to my knowledge and conscience.

(ARUN KUMAR)