

## RESUME

C.Mohan

Email:chokkanadhanmohan@gmail.com

Cell : (+91)9176010194

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### Career Aspiration:

To work in an organization with a challenging career that gives the opportunity to explore latest trends and technology, and that provides wider scope for my professional growth.

**Working Experience: - JAI SAKTHI POLYPACK & JAI SAKTHI PACKING. Porur, Tamil Nadu**

### Experience Details:-

Total work experience in **JAI SAKTHI POLYPACK & JAI SAKTHI PACKING** .is (1<sup>st</sup> Oct. 2019 to till Date.)

☑ working as an accountant & Stores Manager. **For JAI SAKTHI POLYPACK & JAI SAKTHI PACKING.** Chennai. From 1st Oct 2019 to Till now.

### RESPONSIBILITES:

- Purchase of raw material for production team.
- Check the stocks against the opening PO's.
- Purchase orders.
- Look after the man powers according to the production plan.
- Entries of purchase & sales in Tally.
- Entries of payment in tally.
- Maintain attendance registers for the manpower working in stores.
- Arrange the materials for the Production according to the Plan.
- Sales Coordinate with sales people.
- Filling of GST
- Monitoring & Control On Inventory at stores
- Tracking for pending of sales orders, invoice raised, material dispatched & delivered to the customer.

**Working Experience: - AMPHENOL OMNI CONNECT INDIA PVT. LTD.**

**Experience Details:-**

- Total work experience in **AMPHENOL OMNI CONNECT** .is (11<sup>TH</sup> Feb. 2019 to till now.)

Working as a Senior Officer **for AMPHENOL OMNI CONNECT INDIA PVT. LTD.**, Chennai. From 11<sup>th</sup> Feb 2019 to 30<sup>th</sup> Sept. 2019.

**RESPONSIBILITIES:-**

- Prepare and complete orders for delivery or pickup according to schedule, and ensure the consistency.
- Deal with the backlog materials, reduce excess material losses in time, and ensure the materials clearly identified.
- Conduct environment control according to the types, specifications, models and property of the materials.
- Maintain accurate accounting of all material received and shipped, and responsible for shipping, pulling orders and completing required paperwork.
- Adhere to all safety guidelines, Job Safety Analysis, and Personal Protective Equipment preventing incidents or injury to self or others.
- Keeping a clean and safe working environment and optimize space utilization.

**Working Experience: - JAI SAKTHI POLYPACK & JAI SAKTHI PACKING. Porur, Tamil Nadu**

**Experience Details:-**

Total work experience in **JAI SAKTHI POLYPACK & JAI SAKTHI PACKING** .is (1<sup>st</sup> Nov. 2015 to 10<sup>th</sup> Feb.2019.)

☑ Working as a Stores Manager **for JAI SAKTHI POLYPACK & JAI SAKTHI PACKING.**, Chennai. From 1st Nov 2015 to Till now.

**RESPONSIBILITIES:**

- Purchase of raw material for production team.
- Check the stocks against the opening PO's.
- Purchase orders.
- Look after the man powers according to the production plan.
- Entries of purchase & sales in Tally.

- Maintain attendance registers for the manpower working in stores.
- Arrange the materials for the Production according to the Plan.
- Sales Coordinate with sales people.
- Filling of GST.
- Managing incoming & outgoing material.
- Coordinate with the man powers in stores.
- Arrange the materials for production.
- According to customer plan arrange the raw materials.
- Coordinate with sales team.
- Release Sales Invoice according to the Finished Goods.
- E-Way Bill generate.

**Working Experience: - LITEON MOBILE INDIA PVT.LTD. Chennai, Tamil Nadu**

**Experience Details:-**

- Total work experience in **Liteon Mobile India (P) Ltd.** is 5 years (1<sup>st</sup> mar. 2011 to 30<sup>th</sup> Sept. 2015)

☑ Working as a **SAP Assistant for Liteon Mobile India (P) Ltd.**, Chennai. From 1st Mar. 2011 to. 30th Apr. 2014

**RESPONSIBILITIES:**

- Check the hanging orders
- Creation of production orders
- Creation of manual orders
- To give reprint or to check the production orders
- Enter the data in Confirmation
- Check the material doc
- Check the stocks in the particular locations
- Clearing SAP errors

- Check the over & less consumption
- Check the confirmation of 101 movements
- Clear the over or less consumption
- Blocking and unblocking the Materials in Corresponding Location with respective movement types.
- Preparing Production Report by shift Basis.

#### **Experience Details:-**

- Working as a Line Controller from 1<sup>st</sup> Dec. 2013 to 31<sup>st</sup> oct.2014

#### **RESPONSIBILITIES:**

- According to plan arrange the man power for the particular Dept.
- Check the stocks while releasing the production orders.
- Handling the man power
- Take care of 5S.
- Follow the check sheet of 5s.
- Following the inventory in every zone.
- Reporting line status & pre plan in every shift.

#### **Personal Traits:**

- ◆ An Excellent performer with over **1years** experience in **Warehouse In charge/Dispatch Control and Supply Chain**
- ◆ Having Very Good functional knowledge in **Ms.- Office**
- ◆ **Having Good experience in Manpower handling & Inventory Management system**
- ◆ An effective Team Player with good communication and analytic skills and have ability to Work under pressure

#### **Professional Chronicle:**

Organization : M/s Lite-On Mobile India Pvt. Ltd.,  
 Production : Nokia Mobile Panel Assembly and Samsung Panel Assembly  
 Period : Feb 2011 – Sept. 2015  
 Work : Ware House Supervisor  
 Designation : Ware House Officer

## **Roles and Responsibility:**

- Day-to-day operations activities, customer services, Co-ordination with nominated service providers, invoicing, Documentation Handling and MIS reporting.
- To ensure the timely availability of input material in production lines.
- To ensure effective inventory control of all input material through defining & monitoring of stock and reorder levels.
- To identify the Lead-time in procurement and production of Inventory.
- Responsible for Stock reconciliation & Inventory Management
- Responsible for planning & execution in warehouse.
- Organized quarterly & annually factory stock take.
- Receiving Import materials from supplier as per bill of entry with invoice
- To ensure timely delivery as per required schedule.
- Responsible to take steps in reducing the damage materials and sending it back to supplier.
- Initiate of disposal of scrap / waste material.
- Coordination with quality.
- Follow -up to ensure materials received as per the specifications at right time and place.
  
- Responsible for raising RDR's and follow-up till closure of call.
- Accurate and timely data maintenance.
- Scheduling and Conducting Training to all Team members as per requirement
- Posting of **GR** (Goods Received) in **SAP**.
- Posting of finished goods in **SAP**
- Transfer the raw material to production line in **SAP**
- Create the Invoice& DC in **SAP**
- Blocking & Unblocking in **SAP**.
- Dispatch full process in **SAP**.
- Reporting in **SAP**.
- Inventory management in **SAP**.
- Create the purchase order in **SAP**.
- Inter plant transfer in **SAP**.

## **Special Achievement:**

- ❖ Inventory Variance Control Systems
- ❖ Team work organizing
- ❖ Following FIFO System to Issuing materials for production lines

**Academic Profile:**

Course	Board / University	School / College	Year of Passing
B Com	Ranchi University	J K S College, Jamshedpur	2010
XII	State Board	J. J Gandhi Memorial College, Jamshedpur	2006

**Field of Interest:**

- ◆ Ware House In charge
- ◆ Ware House (Team leader)
- ◆ Ware House (Manager)

**Behavioural Characteristics:**

- ❖ Responsibility
- ❖ Sincere in attitude
- ❖ Presentation and leadership skills
- ❖ Excellent problem solving skills
- ❖ Very good learner, self motivated with positive attitude
- ❖ Strong communication and interpersonal skill
- ❖ Result oriented, strong will power and better planning and coordination

**Personal details:**

Name : C. Mohan  
Father's Name : K. Chokkanadhan  
Date of Birth : 02.01.1984  
Sex : Male  
Marital Status : Married  
Nationality : Indian  
Religion : Hindu  
Languages Known : English, Hindi & Tamil  
Address for communication : No. 1/452, Sreenivasa Nagar,  
1<sup>st</sup> Street, Kolapakkam,  
Chennai - 122

**DECLARATION**

I hereby declare that all the details furnished above are true to the best of my knowledge and belief.

**Place:**

Yours faithfully

**Date:**

**(C.Mohan)**