**Resume**

## JAYAKRISHNAN.V

**House No.1220, Sector 7,**

**Bahadurgarh – 124507**

**Haryana**

**Cell No. 9466311468**

## E-mail: jayasheeja0293@gmail.com

**Job Objective : -**

***Middle level Management assignments in the area of Vendor Development area.***

**Summary of Skills & Experience:**

* Functional experience in the area of PPIC
* Doing production plan as per receiving schedule from marketing department.

**Organizational Experience :**

***1. Since April 1997, with M/s Lakshmi Precision Screw Ltd. As Engineer (PPIC & Vendor development), A TS 16949 (2002), ISO 14001 company manufacturing wide range of precision fasteners for automotive and machinery applications.***

**Key responsibility areas are:**

* Functional experience in the area of Vendor development area.
* Creating Purchase order, Gate Received report, Reconciliation, invoice clearance and tracking with accounts department to payment.
* Tracking with vendor for material deliver on time.
* Daily material (Inward and outward) reports to Vice President
* Planning, production and despatch reports.
* Good presentation skill for MIS, proficient in MS Power point

**Trainings Summary:**

* ISO - 9000,QS - 9000 System & Auditor training. (Aptech and TQMI)
* ISO - 14001, TS - 16949 and OHSAS training.
* SPC, SQC, APQP, PPAP, MSA, FMEA
* 5S,

***2. More than 2 years working with M/s. Swastik Pipes Limited, Asaudah, Bahadurgarh as a Personal Assistant to MD. ISO-9001 certified Company & brand leader in manufacture & marketing of GI Pipes.***

**Key responsibility areas were:**

* Taking Dictation and letter writing, tracking emails and preparing Minutes of meeting etc., and supporting to General Manager Production in their various activities.

**Education Qualifications :**

* Graduation from Calicut University, Kerala.
* KGTE from the Board of Kerala.
* Diploma in pitman’s stenography from the Board of Kerala

Typing speed 50 to 60 /wpm

Knowledge of SAP, Microsoft Office, Excel, Powerpoint, Internet and email etc.

**Languages Known:**

* English, Hindi, Tamil and Malayalam

**Personal Details**

Date of Birth: 15-05-1969

Sex Male

Status: Married

Hobbies: Reading, Travelling

**(JAYAKRISHNAN.V)**