**VIGNESH.P**

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**Mobile no** : 9626309724 

# OBJECTIVE

 To pursue a successful, challenging & exciting career while being able to dispense my maximum potential to the benefit of the organization and at the same time acquiring knowledge on the way to success.

# EDUCATION

| **Course**   | **Institutions**   | **Year Of Passing**   | **Percentage**   |
| --- | --- | --- | --- |
|  **B.Com**  **(Commerce)**    |  Joseph Arts & Science college, Thiruvalluvar University  |  2018  |  65℅  |
|  **HSG**    |  Govt. Hr. Sec. School, Valavanur.   |  2015  |  61%   |
|  **SSLC**   |  Govt. Hr. Sec. School, Valavanur.   |  2013  |  54%   |

# WORK EXPERIENCE DETAILS



**Presently working as JUNIOR EXCUTIVE IN STORES in STELLAR PLASTIC INDIA Ltd ORAGADAM.**

* **2 Years 2 months Worked as STORE ASSISTANT at Lucas-Tvs , Nettapakkam, Pondicherry**.
* **2 Years Worked as STORE HELPER at TTK HealthCare Ltd,ThiruvandarKovil, Pondicherry.**

 **ROLES & RESPONSIBILITY**

1. Inventory Management: Storekeepers are responsible for maintaining accurate records of inventory levels, including incoming and outgoing goods. This includes tracking stock levels, replenishing inventory, and conducting regular audits to ensure accuracy.

2. Receiving and Dispatching: Storekeepers receive incoming shipments, verify the contents against purchase orders or packing lists, and ensure that goods are properly stored. They also prepare outgoing shipments, including packing items securely and arranging for their transportation.

3. Organizing and Storing: Storekeepers ensure that goods are stored in a safe and organized manner to prevent damage or loss. This may involve categorizing items, labeling shelves or bins, and implementing inventory management systems.

4. Quality Control: Storekeepers may be responsible for inspecting incoming goods for quality and ensuring that they meet the required standards. They may also conduct periodic inspections of stored items to identify any issues such as damage or expiry.

5. Documentation and Reporting: Storekeepers maintain detailed records of inventory transactions, including receipts, withdrawals, and transfers. They may also generate reports on inventory levels, trends, and discrepancies for management review.

6. Equipment Maintenance: Depending on the nature of the stored items, storekeepers may be responsible for maintaining equipment such as forklifts, pallet jacks, or storage racks to ensure safe and efficient operations.

8. Safety and Compliance: Storekeepers adhere to safety protocols and regulations to ensure a safe working environment. This may include proper handling of hazardous materials, maintaining fire safety measures, and following procedures for storing and disposing of goods.

* Co-ordinate in Store Team.
* Ensure the Invoice against GRN for the correct flow of materials.
* 2 Bin concept introduced in store & production.
* Slow-moving parts identified and preserved separate location with proper identification.
* Monitored and maintained material shortage reports .
* Materials receiving and entry in ERP system.
* Shortage material raised to Discrepancy Note.
* Material issuance against production material request (SIT) through ERP.
* Shelf life material follow-up.
* Material receiving & following to supplier quality.
* Sub-contract material daily stock monitoring.
* Coordinate rejection items from QC with purchaser to send back supplier with in time.
* Sub-contract material follow & dispatch as per requirement.
* Material issuance follow with FIFO & LIFO using with Barcode traceability.
* Slow moving part identified and located separately.
* Supporting non-moving components disposal.
* Monthly Inventory audit conduct and resolve the quantity variance.
* Maintain the audit documents.
* Supporting to Customer Audit and Certification Audits.
* Rejection material disposal RSN and DRSN.
* MRN material acceptance.
* Customer/Supplier material Inward & Outward follow up.
* Packing standard to be fixed co-ordinate with Purchase and Quality team.

**ACHIEVEMENT**

* Attended several workshops and symposiums in my college as well as other colleges.
* **NCC** Training.
* Participate in Sports Events & won the Prize.

**TECHNICAL SKILL**



* Worked at ERP & SAP and KANBAN System - all store entries
* System skill :MS Office (Excel, Power point, MS Word).
* Data Entry.
* Issues Acknowledgement.
* Maintain all records of stores.
* Type writing: Junior English.



# KEY SKILL



* Hard working and highly focused.
* Excellent problem solving skills.
* Polite and confident way of presenting things.
* GOOD team leader quality.
* Time Management.

# PERSONAL DETAILS



 **NAME : VIGNESH.P**

 **D.O.B : 15-06-1998**

 **FATHER’S NAME : PAKKIRI.G**

 **NATIONALITY : INDIAN**

 **RELIGION : HINDU**

 **MARITAL STATUS : SINGLE**

 **PASSPORT NUMBER : X3580386**

 **KNOWN LANGUAGES : TAMIL, ENGLISH**



DECLARATION

 I consider myself familiar with stores aspects. I am also confident of my ability to work in a team. I hereby declare that the information furnished above is true to the best of my knowledge.

**Date : Signature**

**Place : (VIGNESH)**