

RESUME

S.PANDIDURAI

Sithalur, Pillur Post,

Sivagangai District,

Pin - 630 561.

Contact number: 9787249934

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CAREER OBJECTIVE

To work in a firm with a professional work driven environment where I can utilize and apply my knowledge, skills which would enable me as a fresh graduate to grow while fulfilling organizational goals.

BASIC ACADEMIC CREDENTIALS

Qualification	Institution	Board/University	Year	percentage
BA., Tamil	RDM Govt Arts College Sivagangai	Alagappa University	2007	60%
HSC	Rajas Higher Secondary School, Sivagangai	State Board	2004	55%
SSLC	Govt High School Sithalur	State Board	2002	60%

COMPUTER SKILLS

- MS - Office
- Tally 9.0
- SAP (Knowledge)

EXPERIENCE

- Worked as a **STORE INCHARGE AT NILA SEA FOODS EXPORTS PVT LTD., Pattukkottai - TamilNadu. From 2011 to Till Date.**

JOB RESPONSIBILITIES

- Working on **SAP-MM**, also worked on MIS Software.
- Managing stock levels and making key decisions about stock control.
- Overseeing stores management including day-to-day activities like receipts, storage, issues and disposition as well as.
- Keeping stock control systems up-to-date and planning future capacity requirements.
- Efficiently received material as per purchase order and check properly. Kept up appropriate records of the materials issued.
- Received as a part of the new inventories.
- Carried out material reconciliation at every month or at the completion of each task. Monitored store Keeper.
- Efficiently prepared a statement showing item wise details of total receipted quantity, issued quantity and balance quantity.
- Making Monthly Report (BMR.).
- Kept proper records of material i.e. Daily Material Receipt, Stock & Issue Record; and List of minimum stock.
- Once in every month send the certified physical closing balances of holding stock to HO for comparing with the Company.

PERSONAL DETAILS

Father's name	:	Singadurai.V
Date of Birth	:	01.05.1987
Language Known	:	English and Tamil
Marital Status	:	Married
Nationality/Religion	:	Indian / Hindu
Interest & Hobbies	:	Football, reading books.
Passport No	:	R6316329
Date of Issue	:	22.11.2017
Date of Expiry	:	21.11.2027
Place of Issue	:	Madurai

DECLARATION

I do hereby declare that the above information is true to the best of my knowledge.

Place:

Your's faithfully,

(S.PANDIDURAI)