

CURRICULUM VITAE



KALAMANI C

Inventory Assistant

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Mobile : +91-7010011780 (India)

CAREER OBJECTIVE

Having an aim highly motivating and challenging environment that provides the best opportunities to grow up and utilize my career knowledge to manage target and succeed achievement.

QUALIFICATION	BOARD	YEAR OF PASSING
BE – Mechanical Engineer	Anna University – Chennai [Raja College Of Engg & Tech]	2008
HSC	Tamilnadu State Board	2004
SSLC	Tamilnadu State Board	2002

CAREER SUMMARY

Key Responsibilities :

- ❖ Collecting and supervising raw material stock from store in-charge.
- ❖ Schedule for ordering raw materials from out source
- ❖ Plan and arrange transportation for collection of all materials as per order issued
- ❖ Receiving the incoming materials and cross check with our order issued to the out sources
- ❖ Update and record raw material stock details accordingly
- ❖ Receiving product target from our head and raw material issuing to the production as they are requiring
- ❖ Plan daily activities to the production operators, and distribute their work load everyday
- ❖ Cross check with every step of in-line process
- ❖ Plan, co-ordinate and monitor the receipt, storage and dispatch of finished goods
- ❖ Supervise and control order picking, goods in, good out operations
- ❖ Organise, facilitate and manage stock takes at regular intervals
- ❖ Responsible to standard work procedures and implement easy way to applicable
- ❖ Monitor and review operational methods of facilitate both qualitative and quantitative improvements
- ❖ Ensure safety of work place environment and maintain access point at all times

People Management :

- ❖ Planning, managing and adjusting operators work load and their working procedures
- ❖ Manage employees effectively for the smooth operations to complete or excess of daily target
- ❖ Train the new employees to the work place environment
- ❖ Provide proper training on their safety, healthy and consistent process
- ❖ Supervise and handle team and manage day to day work place operations

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Relationship Management :

- ❖ Liaise with suppliers, customers and internal management

COMPANY NAME	DESIGNATION	PERIOD (FROM / TO)
Boon Engineering LLP Singapore	Inventory Assistant	01/06/2015 – 15/10/2017
SYNERGY PROJECTS PTE LTD Singapore	Production Supervisor	03/01/2013 – 15/08/2014
Necco Tools Ind Pvt Ltd Chennai	Production Assistant	01/12/2011 – 22/09/2013

CERTIFIED COURSE

Field Technician – Computing and
Peripherals (FTCP) – LEVEL 4

Autocad 2016

Adopted Skills

- ✓ Desktop/Laptop hardware Assembling and software installation.
- ✓ Network (LAN) wire/wireless connection installation and configuration.
- ✓ CCTV installation and configuration.
- ✓ 2D Drafting, Format Conversion, Shearing and fabrication drafting

SPECIAL SKILLS

- ❖ Proficient with Microsoft Office

➤ Excel ➤ word ➤ PowerPoint ➤ Outlook

- ❖ Able to work independently as well in a team with Positive attitude, Committed, Meticulous, willing to travel.
- ❖ Possess the ability to train, motivate and lead a team to succeed our plan
- ❖ Good understanding of customer orders and internal processes
- ❖ Ability to adapt modern technologies and business requirements

Availability & Last Drawn Salary

Availability	Within 10 ~ 15 Days			
Last Drawn Salary	Basic : S\$. 1400	Rent : S\$. 350	Travel : S\$. 150	Phone : S\$. 50

PERSONAL DETAILS

Date of Birth	03/03/1985	Passport No.	P6311808	Nationality	Indian
Permanent Address	1/109 South Street Edayakurichi (PO)		Udayarpalayam (TK) Ariyalur (DT) – 621 719.		

DECLARATION

I hereby declare that all the above information provided is genuine to the best of my knowledge.

Place : TRICHY

Date : 13 Oct 2020

Yours Sincerely

Kalamani.C