**A S R A F**

**C/o 0504753686**

asraf.259044@2freemail.com

**CAREER OBJECTIVE**

To pursue a demanding HR and Administration Role within a reputed firm with the approach to take up responsibilities to accomplish organizational goals where in my skills and potentials are being utilized to the maximum; alongside focusing on the scope of enhancing my personal skills & gaining maximum knowledge during my tenure to contribute to the growth of the firm.

# EMPLOYMENTHISTORY

**VANAVARAYAR INSTITUTE OF AGRICULTURE – Pollachi, India**

* An eminent, industrialist, businessman, agriculturist and a philanthropist Arutchelvar Dr. N. Mahalingam established an Agricultural Institute during 2007.
* A vision to undertake strategic research in agriculture and to motivate the farmers to face the challenges in agricultural production and productivity and to sustain the agricultural activity**.**

***Junior Assistant (Sep 2013 – till date)***

* **HR Department**
* Staff Attendance monitoring
* Staff CL, COL, EL, EOL, ML, Permission, On-duty, Vacation leaves calculation
* Staff Data base, Personal File, Service Register maintaining
* Staff Recruitment and Resignation work
* Pay Bill Preparation
* Pay Revision work in every Academic year
* EPF works (Joining, Monthly payment, Transferring, Settlement)
* EPF e-fileing works with DSC (Digital Signature Certificate)
* Co-ordinate to Other Establishment work.

***Secretarial Assistant*  *(Jan 2012 – Aug 2013)***

* **Hostel Accounts Maintenance**
* Hostel fees collecting
* Bill Preparing, Cash Calculation
* Amount Deposit to Bank
* Prepare DFCR
* Maintain individual students amount to adjust expenditure (Room rent, Food, Water, Electricity, News Paper, Cleaning, etc.) at every month.
* **Book Store Incharge**
* Purchase stationeries and note books from stock holders
* Sales, Cash collection, Billing works
* Cash remitted to college account throw bank
* Stock handling
* Report preparation (Purchase, Sales, Stock, Cash remittance, ect.).
* **Transport Incharge**
* Vehicle arranged to Superiors and Staffs for official meeting
* Vehicle arranged to Students for outdoor visit
* Maintain log book daily
* Service Monitoring
* Drivers allotted to vehicles.
* **Medical Clinic Incharge**
* Medicine stock verification
* Indent the medicine.
* **House Keeping Incharge**
* Purchase poly materials from stores
* Manpower allocation and labour control
* Supervising the work allocation areas daily
* Stock handling
* Daily report submitted to the superior.

***Personal Assistant to Dean & Director*  (*Oct 2010 – Dec 2011)***

* **Personal Department**
* Reading, monitoring and responding to the Dean/Director’s email
* Answering calls and handling queries
* Preparing correspondence on the Dean/Director’s behalf
* Booking meetings
* Organizing travel and preparing travel programmes
* Writing minutes
* Preparing presentations
* Preparing papers for meetings
* Updating websites
* Typing documents
* Sourcing and ordering stationery and office equipment
* Managing Assistants.

**CAVINKARE (P) LIMITED – Dairy Division (Cavins Milk) – Bhavani, India**

* CAVINKARE, a unit of FMCG conglomerate ventured a multi-faceted business in Dairy, Snacks, Food and Beverages.
* CavinKare has a strong distribution footprint pan India, reaching more than 3 million outlets through more than 6000 stockists
* CavinKare serve consumers in more than 13 countries with a focus on South Asia, South East Asia and GCC countries

***Logistics Supervisor*  *(Jul 2009 – Aug 2010)***

* **Planning vehicle arrangement**

 -Received agreements and other formalities

 -Maintained vehicle documents.( License , RC Book , Insurance etc.)

* **Transport Payments**

 -Transport advance payment

 -Daily monitoring transport Kilometers

 -Verify & Process the transport bills

 -Issue payments monthly

* **On time Delivery**

 -Planning vehicle arrangement in correct order for routes

 -Give the order to Production and Packing section

 -Planning and implementing despatch scheduled

 -Check vehicle cleaning before stock loading

 -Stock loading / unloading supervising

 -Maintenance stocks

 -Verify invoice bills

* **Customer Satisfaction Improvement**

 -First delivery on time to market

 -Reducing on leakage & damage in quantity

 -100% delivery to customer requirement quantity. Not short supply

 -Maintain the good temperature

* **Complaints**

 -Planning and decision making during shift time

 -Attending vehicle complaints and market complaints

* **Labors control.**

 -Manpower allocation

 -Training given to Assistants

* **Reports.**

 -Making daily Sales, Stock, Profit/Loss, Creates, Transport running KM, Transport Cost and Transport Capacity reports.

**WHITE FIELD DAIRY LIMITED – (Amruth Milk) - Pollachi, India**

* Whiltefield Dairy (P) Ltd. is engaged in the business of providing milk and milk products since 2001.
* Outlets have been established at various places in Pollachi for the purpose of collecting milk from farmers.

***Plant Supervisor (Feb 2009 – Jun 2009)***

* Verified local purchase bills and vouchers
* Planning milk processing/production
* Milk and milk products quality and quantity analysis
* Planning milk packing scheduled
* Planning and decision making during shift time
* Attending market complaints and co-ordinate with top level management
* Labors control
* Making daily Production, Sales, MIS, Profit/Loss reports.

**ABT INDUSTRIES LIMITED – Dairy Division (Sakthi Milk) – Pollachi, India**

* M/S. Sakthi Group, a multi-dimensional conglomerate unit having a history of more than 80 years established during 1931 by the vision of Arutchelvar Dr. N. Mahalingam.
* Sakthi Group, a multi-faceted business hub with an annual turnover of more than 1 billion US dollars.
* Sakthi Group ventured into multifarious domains like Sugars, Soya, Dairy, Auto Components, Power, Windmill Power Generation to National Grid, Logistics, Travels, Finance, IT, Textiles and Coffee & Tea Estates, Educational institutions, Hospitals under the umbrella of Sakthi Groups.
* About 36 companies are under Sakthi Groups with 15,000 direct employees and numerous indirect employees working to shape the economic and social development of South India.

***Senior Despatch Assistant*  *(Dec 2004 – Feb 2009)***

* Planning and implementing despatch scheduled
* Collect the orders from marketing officers
* Stock loading / unloading supervising
* Maintained MIS report
* Attending market compliant
* Preparing daily sales report
* Documents handling.

**ACADEMICDETAILS**

* I have completed B.Sc., Computer Science from Bharathidasan University at Trichy on November 2004
* I have passed Short Term Course in Higher Diploma in Computer Applications (HDCA) on December 2001

|  |
| --- |
| **ACADEMIC PROJECTS** |
| Employer | Expertise In | Experience |
| * ***Oil Industrial Automation***
 |
| Sakthi Sugars Limited(Soya Oil Division),Pollachi, TN, India | * Inward the Raw Materials from the farmers
* Stock holding the store
* Issue the materials to production
* Stored product items from the production department
* Product dispatch details and balance stock handing.
 | 6 months |
| * ***Focus on the Functioning of Dairy***
 |
| Komatha Dairy Collection Center,Kulithalai, TN, India | * Inward the Raw milk from the stockiest
* Milk stored the store room
* Issue the milk to company
* Dispatch details.
 | 3 months |
| * ***A study on the Role and Job Satisfaction of Employees***
 |
| ABT Industries Limited(Dairy Division)Pollachi, TN, India | * Study the job satisfaction or any disputes from the individual employee and how to solve the problems
* Maintain employee database, working time, overtime, leave’s, bonus etc
* Superior coordination and co-workers coordination
* Individual comments.
 | 6 months |

**OTHER QUALIFICATIONS**

* I have qualified Junior Grade in English Typewriting exam from Department of Technical Education
* I have passed ‘A’ certificate examination in National Cadet Crops (NCC) under the authority of Ministry of Defence

**PERSONAL INFORMATION**

Date of birth : 08th May 1983

Sex : Male

Marital Status : Married

Nationality : Indian

Religion : Muslim

Asraf