**CURRICULUM VITAE**

R.S.Sathish Kumar

# OBJECTIVES

To work in the well known company as a computer operator and there by monitor and control numerous computer systems, equipments, peripherals and networks efficiently.

Seeking a responsible and challenging position in an organization, wherein I have a role to fulfill the goal and leading towards development of organization.

**EDUCATIONAL QUALIFICATION**

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| **EXAM** | **SUBJECT** | **YEAR OF PASSING** | **MARKS %** | **BOARD /UNIVERSITY** |
| **10th** |         MATHS | 1999 | 65 % | STATE BOARD |
| **12th** |  SCIENCE | 2001 | 60% | STATE BOARD |
| **UG** |  B.C.A(Computer Application)  | 2006 | 58% | ALAGAPPAUNIVERSITY |
| **Diploma** |  MECHANICAL ENGINEERING | 2008 | 60% | STATE BOARD |

# EXPERIENCE PROFILE

I Name of Concern :

 Worked Place : PONDICHERRY

 Period : 9 MONTH

 Job Profile : **Warehouse Executive**

II Name of Concern : M/s.TANFAC INDUSTRIES LTD **(Aditya Birla Group)**

 Working Place : Cuddalore, Sipcot

 Period : Since April 2006 to March 2013

 Job Profile : (**Purchase Officer& Store Incharger.)**

 Enclosed as annexure.

III Name of Concern : M/s.Clariant Chemicals (India) Ltd - MNC

 Working Place : Cuddalore, Sipcot

 Period : Since April 2013

 Job Profile :(**Regional Logistics Executive**)

 **Export & Import**

 Enclosed as annexure.

**SKILLS**

* Having 5+ years of experience in the Purchase and store field.
* Able to read and understand the instructions and information presented in writing.
* Ability to communicate ideas and information in speaking.
* Able to understand the problem with program or computer.
* Excellent communication and writing skills.
* Able to work independently.
* Sound knowledge in inventory management.

**COMPUTER SKILLS**

* Operating Systems: Windows9X, Windows2000, Windows ME, Windows XP, Windows Vista, MS DOS,Windows 7.
* Office Package: Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft
* PowerPoint, Microsoft Outlook Express
* Programming Language: Pascal, C, C++, VB AND SAP IN 5 YEARS

**ACHIEVEMENT**

# Extra curricular activities:

* **State First place Gold medalist** in**100mts** Athlete in track event in 2005.
* **State Second place in Long Jump ( 6.8 mtr )**
* First Place in 100mts Athlete in track eventin **PONDICHERRY UNIVERSITY**.
* **District Second** place in **100mts** huddles.
* **Marathon** (personal best:  3 hrs. 45 min)

# PERSONAL INFORMATION

Date of Birth : 3rd December 1981

Religion : Hindu

Nationality : Indian

Languages Known : Tamil, English

Gender : Male

Marital status : Married

**Job Seeker First Name / CV No: 1799814**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

 

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| * Receipt of material and approval of material by the respective indentor department.
* Proper storage of materials.
* Issue of material to the user department.
* Preparation and maintenance of all documents and online records in SAP.
* Responsibility for stores activities, all inward material, inspection and GRN accounting, SAP co-ordination, RM and GM issue posting in SAP.
* **Weekly stock taking and inventory control.**
* Accept scrap from various sections and segregate different type and transfer to specified location and dispose off scrap periodically.
* All stores issue posting, min-max control RGP/NRGP control, stores maintenance scrap Disposal.
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| **JOB PROFILE IN STORE** |

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| **JOB PROFILE IN LOGISTICS EXPORT WORK** |
| * Weight note preparation, GLM label preparation, ARE 1 document preparation and Export Documentation preparation in SAP System.
* Issue posting and GR Posting in SAP system.
* The management of all logistics matters with reference to both import & export
* Ensure the safe receipt, storage, retrieval and timely despatch of goods.
* Identify all areas of improvement and maximize productivity.
* Ensure accuracy of all inventories.
* Prepare and manage the logistics system to optimize time management.
* Closely monitor all deliveries for raw materials for production.
* To manage and implement smooth warehouse operations incoming and outgoing system through computerized administration and retrieval systems (SAP system).
* To implement and maintain complete detailed warehouse materials identification.
* Creating and implement a proper materials transfer system.
* Ensure that the minimum level of parts is identified and maintained at all timed and planning for future capacity requirements.
* You are required to produce daily, weekly and monthly reports and statistics on the level of parts/raw materials in the organization.
* You are also required to ensure health, safety, cleanliness and security of the

Warehouse/receiving and distribution goods area at all times. |

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| **EXCISE WORK**  |
| **LIASONING WITH EXCISE AUTHORITIES.****PREPARATION & FILING OF EXCISE RETURNS ER1, ER2,****ER3, ER4 &ER6 AND SERVICE TAX RETURNS.****PERMISSIONS, INTIMATIONS, APPROVALS &****EXCISE PERIODICAL REPORTS.** **EXCISEDUTY MONTHLY UTILISATION****MAINTENANCE OF EXCISE REGISTERS & RECORDS****FILING OF ANNEXURE – 19 ( EXPORT RETURNS)****FOLLOW UP WITH EXIM PROOF OF EXPORT** **DOCUMENTS.** |