

**RAJESHKUMAR**

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**OBJECTIVE**

To be associated with a progressive organization which can provide me with a dynamic work sphere to extract my inherent skills as a Professional, use and develop my aptitude to further the organization’s objectives and attain my career targets in the progress.

**PROFILE SUMMARY**

* I am having 1 year and 6 months of work experience as Purchase Assistant and Logistics Coordinator in India.
* I am professionally qualified in **Master of Business Administration** (MBA – Operations and Marketing) from **SRM Easwari Engineering College** affiliated to Anna University, Chennai, India.
* Qualified with Bachelor of Technology in **Electrical & Electronics Engineering** under karunya University.
* Highly proficient in Excel and MS Office Application.
* Have excellent communication skills and can effectively handle clients, consultants & employees.
* Ability to learn, work and advance in a fast paced busy work environment
* Exceptional communication, collaboration & team building skills with proficiency at grasping new technical concepts quickly and utilize the same in a productive manner.
* Young, energetic and enthusiastic who can work under pressure and meet deadlines.
* A good team player who can also work under minimum supervision.
* A dedicated team player with excellent interpersonal skills.

**WORK EXPERIENCE**

**Assistant Purchaser**, M/s. Sree Krishna timbers depot India (From March 2016 to February 2017)

**Logistic Assistant**, M/s. Dalmia Cements, Chennai, India (From Sept 2015 to Feb 2016)

**Purchase Assistant,** M/s. Ramco Cements, Chennai, India. (From 2015 March to June 2015)

**Job Profile: Assistant Purchaser**

* Responsible for distributing specification to vendors.
* Preparing spreadsheets and obtain details for price increases.
* Assisting subcontractors with job, billing inquiries.
* Maintaining details of outstanding contracts and details of plan.
* Collecting and entering bids in spreadsheets for evaluation by purchasing manager
* Maintaining regular contact with purchasing manager to provide updates on completed and outstanding purchase orders.
* Maintaining Approved Vendor list of prospective vendors and materials/ new products.
* Survey the market to find new suppliers in order to reduce the cost for most of the items/equipments.
* Select the vendor, places order, any may arrange for service contract.
* Ensure to follow the internal process and procedure set by higher management
* May inspect products received for quality and quantity to ensure adherence to specifications.

**Job Profile: Logistics Assistant**

* Checking stores available products and reporting to the Purchase department.
* Interacting with dealers informing them the delivery time and product details & time.
* Submitting supporting document for bill of entry
* Checking incoming stock details against consignment information
* Checking the quantity and for any transit damage.
* Entering inventory details into a database.
* Operating an information system to establish quantity on hand; receiving, issuing and locating goods.
* Trace, track and expedite purchase processes.
* Support our team in Port and other Plants, answer to all specific request.
* Coordinating Picking and packing stock requirements for individual client orders
* Generate reports (stock report, invoice details report etc) as required by Logistics Manager.

**EDUCATION**

* **Master of Business Administration** (MBA in Operations and Marketing Management) Under Anna University from SRM Easwari Engineering College, Chennai, India.
* **Bachelor of Technology in Electrical and Electronics Engineering,** Under karunya University, Coimbatore, Tamil Nadu, India.

**TECHNICAL FORTE**

**Operating System** : WINDOWS XP/VISTA/WIN7, UNIX, MS-DOS.

**Software Languages** : C, C++, SPSS, SAS, TORA.

**Computer Application** : MS WORD, EX-CEL.

**INPLANT TRAINING**

* Internship in ICICI Bank (30 days).
* Training on thermal power plant in ACC CEMENT FACTORY (15days).
* Training on pressure boosting system in AQUASUB (15days).

**CO CURRICULAR ACTIVITIES**

* Attended National Conference “**MANAGEMENT RESEARCH IN CHANGING CLIMATE**“MMRC 2014 at Easwari Engineering College.
* Completed a course on Basic AC/DC Drive-SIEMENS from 26.07.11 to 06.08.11.
* Participated in workshop on Embedded Systems Control and Automation.
* Participated in various national level technical events like Robowars and Robosoccer .