**RESUME**

**BALAMURUGAN**

**Email:** [**balamurugan.370302@2freemail.com**](mailto:balamurugan.370302@2freemail.com)

**Store Keeper – Engineering and Construction Industry**

**WORKING EXPERIENCES:**

* As a **Store Keeper in** M/s. Royal United Aluminum Glass Industries LLC at UAE.

**Duration: From 9 th Sep 2015 to 8th March 2017**

**Job involving:**

Receipt, Maintaining Inward register, Generate IRN in ERP System, Storage, Preservation and Issue of Materials in ERP System, Maintaining Issue register, Monthly stock reconciliation report, efficient handling, Keeping all Stores Record, Inventory control cover all aspects of Maxima/Minima record level and Reporting. Working in ERP (Real Soft) Software. To exercise general control over all activities in Stores Department. To ensure safe keeping both as to quality and quantity of materials. To maintain proper records. To initiate purchase requisitions for the replacement of stock of all regular stores items whenever the stock level of any item of store approaches the minimum limit fixed in respect thereof. To initiate action for stoppage of further purchasing when the stock level approaches the maximum limit. To check and receive purchased materials forwarded by the receiving department and to arrange for the storage in appropriate places. To reserve a particular material for a specific job when so required. To issue materials only in required quantities against authorized requisition notes/material lists. To check the book balances, with the actual physical stock at frequent intervals by way of internal control over wrong issues, pilferage, etc.

* As a **Store In charge** in M/s. Energy Tec W L L (Engineering ,Fabrication &Erection Work) at Doha Qatar.

**Duration: From 06 th Apr 2012 to Apr 2014.**

**Job involving:**

Receipt, Maintaining Inward register, Generate IRN in ERP System, Storage, Preservation and Issue of Materials in ERP System, Maintaining Issue register, Monthly stock reconciliation report, efficient handling, Keeping all Stores Record, Inventory control cover all aspects of Maxima/Minima record level and Reporting. Working in ORACLE Software .

* As a **Stores Keeper** in M/s.Gammon India Ltd(Structural and Building Work

at Chennai Metro Rail Project Chennai.

**Duration: From 2th Feb 2012 to Apr 2012.**

**Job involving:**

Receive incoming goods. Supervise unloading of material Count, ERP Check for damage/shortage and prepare report. Fill Goods Inward / Day Book/ Daily Collection Register. Complete Vendors Consignment Note (Challan).Arrange for inspection and complete the inspection. Prepare Goods Receipt Note (GRN).Prepare Goods Rejection Memo (in case of goods rejected).Send goods to stores. Send other documents to respective departments. Ensure all storage facilities are in proper working order e.g. check for loose racks, damaged pallets etc. Ensure Goods housekeeping (i.e. check for spillage of oils, dirty walls, obstructions).Ensure all materials handling equipment are in Goods condition. Check and count goods before issue. Make entries Bin (stock) cards promptly. Ensure Receipts and Issues are correctly documented. Ensure that rules and regulations relating to physical custody and preservation of stores are followed. Ensure correct accounting of stores

* As a **Store Keeper** in M/s. V G N Homes Private Ltd., (Civil Construction Work) at Chennai Site. Office at Amaindakarai, Chennai – 600 008.

**Duration: From Oct 2008 to h Jan 2012.**

**Job involving:**

Receipt, Storage, Preservation and Issue of Materials, Accounting, efficient handling, Keeping Stores Record, Inventory control cover all aspects of Maxima/Minima record level and Reporting.

* As a **Accountant** r in M/s. Teems Engineering Construction, (Building and Road Project)

Chennai,

Duration: From Aug 2004 to Aug 2008.

Job involving

Preparation and maintenance of Bank Reconciliation Statement by reconciling the bank accounts. And reporting to the management about the fund position on the organization. Preparation of salary Bills for all the employees based on the monthly payroll. Maintenance of petty cash.

* As a **Junior Accountant in** M/s.Sekar Transport. Tittagudi,( Transport Accounts Handling) Tittagudii, Cuddalore Dist.

**Duration: From April 2000 to July 2004.**

**Job involving:**

Transport staff salary issue. Petty cash Cash Handling . Bus Lorry Maintaining work Bank Follow work and Trans port account Maintaning work. Maxima/Minima record level,

**EDUCATION QUALIFICATION:**

* B.Com., (Commerce) From Annamalai University (India)
* MBA (Finance ) From Annamalai University
* PGDMM-(Material Management) From Annamalai university

**COMPUTER PROFICIENCY:**

* Diploma in office Automation
* Experienced in applications of Ms – Office (Ms – Word, Ms – Excel &

Ms – PowerPoint)

**PERSONAL DETAILS:**

Date of Birth : 15/06/1978

Sex : Male

Marital Status : Married

Blood group : O +

Religion : Hindu

Nationality : Indian

Language Know : English, Tamil Hindi

**PASSPORT DETAILS:**

Place of issue : Chennai

Date of issue : 06/01/2010

Date of Expire : 05.01.2020

**DECLARATION:**

I hereby declare that the information given above is true to the best of my knowledge and belief.

**Thanking you,**

**Yours truly,**

(Balamurugan)

**PLACE:**

**DATE:**

**Material Handling & Storage**

* Maintaining ISO policy (AtoZ filing systems).
* Internal & External auditing co-operating to be successfully

.

* Materials should be properly stacking, protecting, required quantities.
* Materials only arrange weekly, monthly planning.
* Timely procure the material and timely finish the project.
* Daily site walk around.
* Daily activities should be written the register & up dating systems

.

* Daily activity reporting to the superior person any clarification also.
* As per the BOQ specification materials only procure.
* Any project variation we have to co-ordinate project managers &Quantity surveyors.
* Supervising the Work.

* Update PR Form
* .Update Tool Inventory
* Reorder List
* Store Issue Voucher
* Site Delivery Note