**CHINCHU**

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**PROFESSIONAL OBJECTIVE**

To be associated with a progressive organization that gives me the scope to deploy my knowledge and skills acquired through my education and work towards growth of both organization and self.

**ACADEMIC PROFILE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl.No.** | **Year of completion** | **Qualification** | **Board** | **% of marks** | **Class** |
| 1 | 2016 | MBA | IGNOU | -- | Ongoing |
| 2 | 2011 | Bachelor Of Engineering /E.C.E | Anna University | 76 | Distinction with Honors |
| 3 | 2007 | Intermediate | Kerala Higher Secondary Board | 80 | Distinction |
| 4 | 2005 | Secondary | C.B.S.E | 76 | Distinction |

**PROFESSIONAL EXPERIENCE**

1. **Post :ENGINEER**

**Duration:** From November 2013to till date.

**Employer: Kerala State Electronic Development Corporation (KELTRON), Aroor.**

**Clients: NPOL, DRDO, Bharat Electronics Limited**

**Type of project**:Material planning & procurement (electronic components for Ministry Of Defense projects) using **ERP (Oracle)** software.

**JOB PROFILE**

* Negotiate with suppliers on lead-time, cost of delivered product and services.
* Follow up with suppliers to meet objectives related to cost, performance, schedule and quality.
* Preparation and release of Purchase Orders.
* Develop, implement and drive the procurement strategies in order to meet cost savings targets.
* Ensure commercial, legal and contractual compliances in all the procurement transactions.
* Coordinate with vendor in meeting timely delivery.
* Inspection of received services and goods to confirm quality and quantity as per PO.
* Responsible for data collection, analyzing& generating **MIS reports** on monthly basis for top management meeting.
* Prepare monthly Performance Report of the company& reporting to the top management for their review and identifying risks.
* Responsible to maintain data as per requirement of management authority by use of various aspects like MS office, pivot table, graphs etc.

1. **Post: GRADUATE TRAINEE**

**Duration:**From October 2012 to October 2013

**Employer: Kerala State Electronic Development Corporation (KELTRON), Aroor.**

**Clients: NPOL,DRDO, Bharat Electronics Limited**

**Type of project**:Material planning & procurement (electronic components for Ministry Of Defense projects) using **ERP (Oracle)** software.

**JOB PROFILE**

* Material planning & inward inspection of electronic components.
* Planning for the long lead items as per the production planning.
* Vendor dealing to ensure supply of quality products.
* Maintaining documents project wise.
* Preparation of tender documents in **ERP** software.
* Preparation of price comparison statements, purchase orders.

1. **Post : TECHNICAL ASSISTANT**

**Duration**: From July 2011 to October 2012

**Employer:Elematic Enterprises**

**Type of project**: Implementation and commissioning of electronic modules for educational institutions.

**JOB PROFILE**

* Providing technical support to technician in resolving & troubleshooting technical problems.
* Assist manager in arranging consignments.
* Diagnosing and clarifying support requests from institutions. & organizations.
* Monitoring support request received from clients.

**COMPUTER PROFICIENCY**

Packages  :Microsoft Office &**ERP (Oracle)**

Programming Languages : C, C++

**ACADEMIC PROJECT**

* RFID based electronic security access control system.

**EXTRA CURRICULAR ACTIVITIES**

* NSS Volunteer
* Youth Red Cross Member
* Participated in GO-OS 2010 Open Source Conference organized by OSCO.

**PERSONAL PROFILE**

Gender : Female

Data of Birth : 18th September 1989

Marital Status : Married

Linguistic skills : English, Malayalam(Read,Speak,Write), Tamil (Speak)