**RESUME**

**S Alibathusha**

**No 13 Jeeva Nagar,**

**3rd Cross Street, Parary**

**Singaperumal Koil,**

**Chennai-603 204.**

**Email: alibathusha89@yahoo.com**

**Mobile: +91 9566678897**

**Career**

**Objective**

**Qualification**

**IT Skills**

**Professional**

**Experience**

**Nature of work**

**Jan-Dec 2001**

To contribute effectively as part of the team member in a vibrant, progressive and professional organization and also to handle challenging responsibilities.

**Bachelor of Science** **(Bsc)**

Obtained **Bachelor of Science physics** at State Board of Alagappa university in karaikudi successfully completed the course with 71**%** in the years of **2009.**

**Operating Systems** : **Windows XP, 7**

**Application Packages : SAP Business one, ERP, Ms Office 2010.**

**Galipoglu Hidromas India Manufacturing Pvt Ltd (MNC)**

**Manufacturing Of Telescopic Cylinders (hydraulics), Pumps, Dcv for Tipper Lorry, Supply for OEM, TATA, AMW, DAIMLER- BHARATHBENZ, etc.**

**Store Executive (Period: Aug-2016 to Till Date)**

* Material plan to as per Marketing & Production Team Schedule Wise for every month.
* Receiving and storing the delivery of stocks with proper records.
* Handling stores components register.
* Preparing PR, GRN, DC, Packing & Dispatch the Material.
* Preparing the Stock list for available materials and check with physical stock counting.
* Be involved in stock control and management.
* Restock the shelves with fast moving materials, inform the Management to order the same on time before no balance.
* Bill of Material (BOM) creation.
* Differentiate the goods by most selling and slow moving, sleeping stocks.
* Carry out inspection report of goods received - checking for damage to, quantity of and quality of items received.
* Keeping the store tidy and clean, this includes coordinating with housekeeping team.
* Responsible for security within the store and being alert with dispatch & stocking.

**Professional**

**Experience**

**Nature of work**

* Keeping up to date with putting up displays.
* To done periodical Inventory stock control.
* Maintain Day-to-Day Stores Activities.
* Following in First in first out (FIFO) Materials
* Assisting in Yearend Stock Audit.
* Inventory analysis for every 3 month.
* Assisting in preparation of material consumption analysis report
* Preparation of Monthly reports on Material receipt & Material consumption
* Monitoring all Stores/Ware House Administrative related activities.
* Daily and Weekly Scrap & Cut Bits disposal.
* Responsible in Dispatch and Collection.
* Preparation of material dispatch documents.
* To adequately package all orders for safe delivery to the customer.
* To liaise with the various carriers used for delivery to customers.
* Responsible dealing with internal / experience
* customer complaints.
* Maintaining Dispatch Register & related reports.
* Answering queries from internal / external customers.
* Looking for Purchase Department also.
* Working in **SAP.**

**Tvarur Oils Fast Pvt Ltd- (A reputed MNC Company in the field of Production of Edible Oil, group of MUSIMMAS), Thiruvarur-611101.**

**Store Officer (Period: May- 2014 to July-2016)**

* Handling stores and purchase activities in relation to material inward and material issue to production.
* Receive, distribute and maintain adequate quantities of stocks at all times.
* Maintain optimal stock levels.
* Inform the purchase department well in advance about the items that reach the re- order Level to order from supplies.
* Responsible for materials & documents checking as per P.O.terms & condition, Physically checking & verification of the quantity and specifications as per
* Challan / Invoice & arranging for inspection by user department.
* Review physical inventories periodically.
* Daily Weekly & monthly reports on stock and alerts regarding materials in stock.
* Ensure accurate accountability of all transactions to and from the stores.
* Maintain stock and consumption records.

**Professional**

**Experience**

**Company Profile**

**Nature of work**

Personal Details

* Implementing systems to avoid situations like over-stocking or out-of stock which Cause production and financial losses.
* Check incoming materials for quality, and quantity against invoices, purchase orders and packing slips or other documents.
* Raise purchase orders for materials in line with procedures, standing orders and financial regulations.
* Preparation of GRN (Goods Receipt Note) and report relating to stores.
* Coordinate with Purchase, Accounts, C & F agent for Material Clearance, Sales &Marketing.
* Compiles report of expenditure, and monthly stock report.
* Disposes of expired and waste stock according to the current procedure.
* Interpret and implement the organizations policies related to all resources utilized in providing an efficient store operation.
* Working in **SAP Business One**.

**Crest cam Manufacturing Systems (**vendor of **Wipro**

**Engineering Ltd), Irungattukottai**, Chennai-107

**Material In-Charge (Period: Feb-2010 to April-2014)**

**Crest cam Manufacturing Systems manufacturers of Hydraulic cylinders,**

**Pistons, HEC& CEC for, JCP, Terex, L&T, and Caterpillar, Tractors, Tippers**

**And other Industrial application cylinders. CNC with Welding based Company.**

**Crest cam Supplies cylinder Sub Assembly to Wipro, Bailey, Phc, Tafe, etc**

* Responsible for new Product vendor development for all types of Hollow Rod&

Cylindrical Tubes, Child Parts, Consumable Items& Electrical parts.

* Classifying materials thro ABC analysis for inventory management.
* Material Planning & Logistics Controls
* Preparation of GRPO(GRN)
* Material issue to production shop
* Stock updating of material consumption
* Responsible in Dispatch and Collection
* Preparation of material dispatch documents

**Personal Details**

**Declaration**

* Doing Perpetual Inventory
* Assisting in preparation of material consumption analysis report
* Assisting in Yearend Stock Audit
* Preparation of Monthly reports on Material receipt & Material consumption
* Working in SEED(An **ERP** with ISO Management )
* Bill of Material (BOM) creation for all old and New Parts.
* Inventory analysis for every 3 month

Father’s Name : P.Sardhar Batcha

Date of Birth : 15/04/1989

Gender : Male

Nationality : Indian

Known Languages : Urdu, Tamil, English, Hindi

Personal skills : Cheerful-get along with people, Good

Permanent Address : 5-1-10B, Samaskhan Pallivasal Street,

Thiruppathur-630211,

Sivagangai Dist.

Total Experience : 7.6 Years

Current CTC : 3.72 Lac

Passport No : K8962708

Notice Period : 15 Days

The above information for your kind perusal is correct to the best of my knowledge.

**Place: Yours Faithfully**

**Date : *(S.ALIBATHUSHA)***