**RESUME**

RAMAKRISHNAN.M

G-Mail: ramakrishnanram0819 @gmail.com

Contact Number: +97336344320 (or) +97336469640

Personal profile:

Father' s Name: Mr. G. Murugesan

Date of Birth: 18.07.1999

Gender: Male

Nationality: Indian

Marital Status: Unmarried.

Passport Number: T6210963

Linguistic: Spoken: English, Tamil, Hindi, Malayalam, Telugu

Career Objective: Seeking a good opportunity in the fields of Material and Asset management in Construction and Production Industry.

Educational Qualification: Bachelor of Computer Application. Thiruvallur University Percentage: 79.46 %., April 2019.

Professional Experience: 4 years

Company Name: Guru Steel Pvt Salem, Designation: Storekeeper. Period: May 2019 to Oct 2019

Job Responsibilities:

• Preparing the material request for Purchasing.

• Coordination with the Purchase dept. for making the Purchase Orders.

• Follow-up with the party/vendor for delivery of the materials.

• Preparing and maintain the material IN/OUT register.

• Checking the materials against the purchase order and delivery note.

• Informing the concerned department regarding the material delivery and Inspections.

• Preparing and maintaining the material stock register.

• Proper documentation for auditing.

• Proper allocation/stacking of materials and materials tagging.

• Preparation of internal material transfer note, delivery note.

• Maintaining import and export register.

• Coordination with Purchase, Audit, Finance and production department for cash flow regularizations. / Conversant with Application: MS OFFICE Company Name: Eastern Asphalt and Mixed Concrete Company. Bahrain Designation: Storekeeper /Sales Assistant.

Period: Oct2019 to till now.

Key Skills:

MS Excel, MS Office, Typing, Team working, Driving, Supervising.

Job Responsibilities:

• Preparing the Purchasing Order for Paints and Hardware materials.

• Follow-up with the party/vendor for delivery of the materials.

• Preparing and maintain the material IN register.

• Checking the materials against the purchase order and delivery note.

• Preparing and maintaining the material stock register.

• Preparing Sales Invoice and delivery Bills.

• Carrying out internal auditing.

• Proper documentation for auditing.

• Preparing invoice register and cash flow monitoring sheet.

• Proper allocation/stacking of materials and materials tagging.

• Maintaining import and sales register.

• Coordinate with sales dept. for material delivery and payments. Declaration I hereby declare that all the details furnished above are true and correct to the best of my knowledge and belief.

Date: Signature

Place: RamaKrishnan