

Mr. R.MANIMARAN**Materials & Stores Management**

EXPERIENCE: 8 Years

Contact No: +91-9176095125

Mail id: manimaran1988.dme@gmail.com**OBJECTIVE:**

To pursue a career that is mutually beneficial for me and the organization that am associated with. Willing to work as a key player in the challenging and creative environment. To learn the multi Skill learning and same has to be execute

CAREER SUMMARY:

Over 3 Year 6 Month experience in Executive – Stores in **M/s Piramal Enterprises Ltd.**

Over 4 year experience in Mumbai and Chennai as a Junior Engineer in in Procurement, Materials & Painting Department in **M/s Larsen &Toubro Hydrocarbon Engineering MFFK (Modular Fabrication Facility)** This is a Manufacturer of Modules, offshore Process Platforms and Conversant with all Procurement/warehouse /Shop & Yard formalities in a computerized environment.

Over 6 Month experience in Shift Supervisor Apprentice – Mechanical Maintenance – Textile & Weaving in **M/s SRF Limited.**

SOFTWARE PROFICIENCY:

- Computer Skills : **Microsoft Excel ,Word and Power Point**
- ERP skills : **SAP MM Modules(PP,QM Modules Training Attended),**
- Drafting Software's : **Auto CAD 2D & 3D,**

EDUCATIONAL PROFILE:

QUALIFICATION	NAME OF INSTITUTION	BOARD/UNIVERSITY	PERCENTAGE
Diploma in Mechanical Engineering (2007-2010) (3 Years)	Murugappa Polytechnic College-Avadi, Chennai. INDIA	DOTTE	76%
12 th (2006)	Corporation higher secondary School, Chennai. INDIA	Tamil Nadu State Board	70%
10 th (2004)	Government High School, Chennai. INDIA	Tamil Nadu State Board	86%

PREVIOUS PLACEMENT:

Company Name	Nature of work	Designation	PERIOD
SRF LIMITED ,CHENNAI, TAMILNADU.	Mechanical Maintenance.	Shift Supervisor.	JUNE ,2010 - DEC ,2010.
Larsen &Toubro Hydrocarbon Engg. POWAI, MUMBAI.	Materials Planning Team (Procurement)	Procurement Team Coordinator	DEC ,2010 - SEP, 2011
Larsen &Toubro Hydrocarbon Engg. MFF, CHENNAI, TAMILNADU.	Supervising Warehouse & Materials, Packing and Dispatch	Engineer (Materials & Stores)	Sep,2011 - Nov ,2014.
M/s Piramal Enterprises Ltd. ENNORE, Chennai	Engineering – Stores & Chemical Warehouse	Executive	Nov,2014 –Till Now

RESPONSIBILITIES IN Inventory Management (Stores)

- ❖ Monitoring Receive materials from the supplier as per the Purchase Order .Physical Checking, Identification, Test Certificate and Specification from SAP.
- ❖ GRN (Goods Receipt Notes) making through SAP as per the delivery note
- ❖ Receiving Inward Material Inspection Report (IMIR) Number from Quality Dept. same has to be Marking and tagging to the Material.
- ❖ Create Discrepancy Report immediately Discrepancy /Rejection Register against purchase order .If material Rejected information shall be given to Purchase and return the material to vendor on the same day if it is not Possible for against Tax Exemption material get the Excise Permission from through Commercial Department
- ❖ Preservation of stock item as per need for Cool Storage like E&I Panels and IT materials
- ❖ Storage of Chemicals(Paints, ETP Chemicals) and Food Grade(Gaskets etc) items has to keep proper shall be carried as per Material Safety Data Sheet - (MSDS)
- ❖ Allocating space for storing material and positioning with respective storage as per the Bin System (Still Implementation going under Documentation Stage)
- ❖ Physical Stock verification with reference to System stock & accounting as per the SAP. Same will be done in Physical Adjustment in SAP
- ❖ Receiving Material Requisition (MR) from the user and Physical issue of material with respect to identification (IMIR) same has to be posting (issue) in SAP.
- ❖ Receive Material Return Note (MRN) from the user and Physical material checking (Qty & Traceability condition of material) same has to be stored Return Material (Surplus, Scrap) Yard and also Posting (Receiving) in SAP.
- ❖ Sending MIS (Manage Information System) report to SCM Team for analyzing
- ❖ knowledge about in **Operation Excellence** like Kaizen, One Point Lesson Posters, 7 QC Tools, 5S
- ❖ To make every day morning 10 Min Brain Storming session about Operation Excellence like Kaizen, OPL and Before day Problems
- ❖ Planning consumable for as per the request from Engineering the same has to be update in MRP controller for Creating Auto Purchase requisition in SAP

- ❖Analyses the Resources to increase the Infrastructure and Quality to build up the Capital Budget
- ❖Receiving Material Requisition (Reservation) from the user and Physical issue of material with respect to identification and same has to be posting (issue) in SAP in FIFO Basis
- ❖Every Tool box talks about in morning to brain Storm the Dept. Team for Safety Initiative. SFA (Safety Field Audit) for 1/Week Ware house our Zone as per the severity Basis.
- ❖Generation Spent and Shutdown Scraps Keeping IN Scrap Location from the Production and Engineering Dept. & category Wise segregation.
- ❖Receiving sale orders from Commercial and executing same for disposal process as per sale order. And making of Tax Invoice per Quoted Rate by Company Auction
- ❖Offshore packing after load out of Project estimation & packing items & intimating to the planning Co-coordinator for procurement.(Wooden item, Bubble sheets Nail, packing strips, corrugated Item, etc.) Preparation of packing cases in our carpentry shop (Wooden Box , Stenciling ,Packets , etc.)
- ❖For Hazardous scrap, Co-ordination with TNPCB nominated organization for fulfilling all statutory & legal requirements like Form 10
- ❖To maintain identification, and when received /issued, that IMIR Number (Inward Material Inspection Report) correctly written and Documented.
- ❖Preservation of stock item as per customer's requirement & Shelf life item control & record keeping.
- ❖Handling & Storage of Chemicals, Paints & Solvents shall be carried as per Material Safety Data Sheet - (MSDS)
- ❖Allocating space for storing material and positioning with respective storage - area.
- ❖Physical Stock verification with reference to System stock & accounting as per the SAP.

RESPONSIBILITIES IN Procurement Coordinator (L&T, Mumbai)

- ❖Co-ordination with various Departments like Procurement, Finance & Supply Chain Management.
- ❖Vendor development & Qualification Technical Evaluation & Pre-Qualification Data (PQD).
- ❖Document management As per Management Requirements.
- ❖Progress Reports for All Ongoing Projects.
- ❖Discussion with Procurement for Long Delivery Materials & Packages.
- ❖Generate Project wise Report for Milestone payments and co-ordinate with finance.
- ❖Maintaining Vendor Data Register as well as Purchase Specification (PS) Document.
- ❖Quarterly sales booking Projection Target & Monitoring and co-ordinate with Management Information Systems.
- ❖Maintaining the total detail for packages, bulks & lot material like a Offers Details, Delivery Detail and Purchase specification Details - project wise.

TRAININGS & SEMINARS ATTENDED:

- SAP training (MM, PP, QM, and SD Modules).
- Ealps for Production Engineer.
- PTW- Permit to work.
- cGMP Basic Training
- DuPont Certification (Safety Action for Employees)

PERSONAL DETAILS:

Name	: Manimaran.R
Permanent Address	: 3/650,Theruveedhi Amman Koil, 2nd Street,Iyyappanthangal,Chennai- 600056,
Spouse Name	: Parameshwari.M
Date of birth	: 11-11-1988
Sex	: Male
Nationality	: Indian
Languages known	: Tamil, English and Hindi

DECLARATION:

I, Manimaran. R do hereby confirm that all the above mentioned information is true to the best of my knowledge.

Place: CHENNAI-INDIA

Yours Sincerely,

Date:

[Manimaran.R]