

CURRICULAM VITAE

S.BALAMURUGAN

murugan18.94@gmail.com

Mobile : 7092737075

No: 61B/2E,Polepettai East ,

Tuticorin – 628002.

OBJECTIVE :-

To work in challenging environment the field of personal, Purchase and Stores management with opportunities to grow and acquire new skills.

Total Experience:- 6 Years

Current Company Profile:-

**M/s. Titan Paints and Chemicals Pvt. Ltd – Coimbatore from May 2019 to till date as Purchase Executive. (Purchase management, Vendor Development, Store Management, Inventory Management, Material Planning and Control.)

2nd Company Profile:-

**M/s. VVD & Sons Private Limited – Tuticorin from Sep 2017 to May 2019 as Quality Executive. (Material Testing of Analysis, Packing material Checking etc.)

1st Company Profile:-

**M/s. Sibafloor Natural Decorations Pvt. Ltd – Tuticorin from Oct 2015 to Sep 2017 as Production Supervisor. (Production Planning, Operator Production Control, Store Stock Management etc.)

Educational Qualification:-

<i>Course</i>	<i>Institution / University</i>	<i>Year of Passed</i>	<i>Percentage</i>
B.Sc (Chemistry)	V.O.Chidambaram College, Tuticorin.	2016	62.70 %
H.S.C	CM Hr.Sec.School, Tuticorin	2012	50.80 %
SSLC	CM Hr.Sec.School, Tuticorin	2010	78.20 %

Computer Skills :-

- Operating System : Windows Package & Open Office .
- Accounting Software, Focus, ERP System, Axapta.

Roles and responsibilities :-

- Purchase Management
- Material Planning and Control
- Store and Inventory Management.

For Purchase Activities :-

- Setting up the Weekly, Monthly, Quarterly Procurement Plan.
- Preparing the Material Requirements Planning (MRP).
- Create Purchase Order Based On MRP.
- Procurement of Raw Material from National And International Market.
- Planning and Budgeting of Purchase functions, Involving Cost Estimation, Contract Negotiations.
- Development of alternative local Sources for improved Raw Materials which helps in Cost Saving.
- Development of New Vendors.

(QCDS.)

- Selection of Suppliers for issue of enquiries.
- Negotiating Price and Analysing quotations.
- Preparation of Comparative Statement (Quotation Starts).
- Release the Purchase Order (PO).
- Follow – up of Purchase Orders for delivery in due time.
- Timely Clearance of Payments & handling Vendor inquiries.
- Preparing the BOM Material cost each Product.
- Preparing the Supplier Evaluation or Supplier Rating
- Liaison with finance department for timely payment of bills.

For Store Activities :-

- Verify the invoice with regard quantity, Price, Compare to purchase order.
- Material damage and other problem Inform to Supplier and return.
- Goods Receipts & Issue updating for inventory control.
- Following FIFO/LIFO system on Receipt / Issue of Material.
- GRN with Qc approval along with bills forwarded to Finance team.
- Day to day inventory monitoring for Critical items.
- Maintaining the stock of material without any variance by conducting stock verification and documentation.
- Monthly Stock statement Preparation.
- Can handle Internal Audit (Inventories)
- Coordination With external Auditors in finalization Inventory & Materials.
- Preparation of ABC Analysis and Ageing Analysis based on FSL.

Personal Details :-

Father Name : V. Subramanian
Date of Birth : 18.08.1994
Gender : Male
Nationality : Indian
Religion : Hindu
Languages Known : English & Tamil
Marital Status : Unmarried
Address : 61B/2E, Polepettai East,
Tuticorin – 628 002.

Declaration :-

I hereby declare that the above particulars are true to the best of my knowledge and belief.

Place :

Signature

Date :

(S.BALAMURUGAN)