

CURRICULUM VITAE

V. SANDEEP KUMAR

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Address:

1/148, Palapatti (po),

Mettupalayam, Coimbatore,

OBJECTIVE:

To face all challenges in life with positive attitude, to reach the goals and to bring pride to my organization.

EXPERIENCE:

Company name	:	Scan Machineries Pvt Ltd - Thudiyalur
Nature of job	:	Admin & Transport Incharge
Roles	:	Supply Chain Management, Admin, Import, Export Salary, HR & Office Maintenance, Cash Handling, PO, PA to MD , Transport and Material Load Planning (part Load or Full Load).
Duration	:	Mar - 2022 to Still
Company name	:	Annur SS Agro Foods Pvt Ltd
Nature of job	:	Executive – HR, Admin & Transport
Roles	:	Vehicle Planning, Loading Planning, Salary Preparation, All HR oriented work (Statutory Also)
Duration	:	Sep - 2018 to Feb – 2022 (3.5 Years)
Company name	:	RKR Gold Pvt. Ltd, Coimbatore
Nature of job	:	Junior Executive – HR & Admin
Duration	:	Aug - 2016 to Aug – 2018 (2 years)

I CAN DO THE FOLLOWING WORKS:

- Recruitment and Interviewing – To all posts.
- Well known about Import and Export Process.
- Purchase Order followups.
- Transport arrangements in all over India. (Part Load or Full Load). Through Any Transports or Logistics.
- Documentation
- Daily attendance process in ERP.
- Bank Activities.
- Preparation of wages record and salary demand (Unit vice).
- Petty Cash.
- Well knowledge in PF, ESI, PT, LWF and Bonus calculation.
- Statutory documents – License renewal, Annual return, Half – yearly return, Standing order.
- Maintaining relationship with employees.
- MIS preparation.
- Statutory and non-statutory records maintenance.
- Canteen maintenance.

SKILLS :

- MS Excel
- MS Word

EDUCATION :

Course	Year of Passing	Institution	Board/ University	Marks Obtained (%)
MSW	2016	Sri Ramakrishna Mission Vidyalaya College of Arts and Science, Periyanaickenpalayam.	Bharathiyar University	65%
B.Sc. (CS)	2014	Sri Ramakrishna Mission Vidyalaya College of Arts and Science, Periyanaickenpalayam.	Bharathiyar University	67%
HSC	2011	Govt. Hr. Sec. School, Karamadai.	State Board	67%
SSLC	2009	Mahajana Hr. Sec. School, Mettupalayam.	State Board	74%

STRENGTHS :

- Hard worker.
- Flexibility
- Punctuality
- Stammerer

INSTITUTIONAL VISIT:

- NIRD at Hyderabad
- LABOUR COURT at Coimbatore (5 days)

PERSONAL PROFILE:

Date of Birth: : 12-04-1994
Father's name : S. Velumani
Mother's Name : V. Bakiyalaksmi
Gender : Male
Marital Status : Single
Languages Known : Read, speak and write – Tamil and English

DECLARATION:

I honestly declare that the information furnished above is true to the best of my knowledge.

Yours Sincerely,

Date :

(V. Sandeepkumar)

Place: