

MURUGAVELUKAYAMBU



Personal Details

DOB: 02/04/1995

Nationality: Indian

Status: Male/Single

Passport No: R4719598

Telephone

+971 0529633750

E-Mail

Murugavelu1995@gmail.com

Strengths/Skills

- ▶ Ability to easily understand new concepts with minimum refractory time
- ▶ High adaptability
- ▶ Perseverance and Integrity to Work
- ▶ Objectivity
- ▶ Innovative thinking
- ▶ Strong inter- personal and communication skills

Languages Known:

- ▶ English
- ▶ Tamil
- ▶ Hindi(speak)

Abridge

To work with my best ability and true determination for the benefit of the organization and look forward to work in a respected firm to become a part of an advanced team of professionals.

Career Graph

VOGUE INTERNATIONAL (PACKAGING DIVISIONS), DUBAI, UAE. 19 - Till Date.

Position- **Store Keeper"**

Job Profile

- Regularly review the status and movements of all materials in warehouse.
- Maintain records and a comprehensive filing system of Invoices, Delivery Note, purchase orders, receipts and stock reports.
- Supervise the delivery of materials and supplies to all the desired destinations upon schedule and request.
- Monitoring the physical checking and receiving goods from the Suppliers and validate the delivery against purchase order to ensuring the quality and quantity.
- Ensuring proper identification of received goods and their storage location.
- Ensuring goods are properly stored, protected, and maintained according to manufacturers and Company Standards as required to preserve warranty requirements and protect against damage and loss.
- Responsibility for all data integrity at various stages of shipping, delivery process to ensuring correct stock figures.
- Maintaining stock level, when the item reaches optimum level reporting to the stock control department.
- Plan, develop and implement warehouse safety and security programs.
- Review work orders, consumption report and demand forecast to estimate peak delivery periods and issue work assignments. Handle stocking according to correct location.
- Maintaining FIFO method.
- Delegate day to day tasks to the storekeeper.

KARPAGAM GARMENT, INDIA 18 - 19

Position- **Supervisor"**

- Accomplishes department objectives by supervising staff and organizing and monitoring work processes.
- Maintains staff by recruiting, selecting, orienting, and training employees and developing personal growth opportunities.
- Accomplishes staff job results by coaching, counseling, and disciplining employees.
- Plans, monitors, and appraises job results, and conducts training.
- Implements and enforces systems, policies, and procedures.
- Maintains safe and healthy work environment by establishing and enforcing organization standards and adhering to legal regulations.
- Completes operations by developing schedules, assigning and monitoring work, and gathering resources, implementing productivity standards,

<u>About Self:</u> ▶ A confident, outgoing person with a positive out looks. ▶ Ability to understand business process and systems. ▶ Open to criticism and view failures as Opportunities to learn and stepping stone to success. ▶ I can view my major strength as inter personal Communication skills, Teamwork abilities and Analytical and Logical abilities ▶ Trying to remain positive, even in the face of adversity. ▶ Seeking solutions that benefit everyone, not just a few. ▶ Recognizes self-human weaknesses but demonstrates willingness to correct and change. ▶ Quick to forgive others for petty misdeeds and handles conflict with maturity	resolving operations problems, maintaining reference manuals, and implementing new procedures. • Controls expenses by gathering and submitting budget information, scheduling expenditures, monitoring variances, and implementing corrective actions. • Provides quality service by enforcing quality and customer service standards. • Contributes to team effort by accomplishing related results as needed. • Maintain up-to-date work records.		
	TRAININGS & COURSES		
	MBA Program Summer Training (3 weeks), 2017. Tamil Nadu, INDIA. • Attend SAP Training program • Attend Outbound program conducted by LEAP solutions • Warehouse Management System with Exceed for stock managements and reporting		
	Education		
	<table border="1"> <tr> <td data-bbox="466 792 815 1364"> <u>MBA</u> Specialized in Finance & shipping and Logistics 2017 <u>B.COM</u> 2015 <u>H.S.C</u> 2012 </td><td data-bbox="815 792 1497 1364"> SNT Global Academy of Management Studies and Technology, Coimbatore Caussanel College of Arts &Science, Ramanathapuram Govt. Higher secondary school, Periyapattinam </td></tr> </table>	<u>MBA</u> Specialized in Finance & shipping and Logistics 2017 <u>B.COM</u> 2015 <u>H.S.C</u> 2012	SNT Global Academy of Management Studies and Technology, Coimbatore Caussanel College of Arts &Science, Ramanathapuram Govt. Higher secondary school, Periyapattinam
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<u>Hobbies:</u> ▶ Reading Tamil & English Novels, Religious Books ▶ Playing Cricket and Football ▶ Computer Savvy ▶ Hearing songs	Computer Literacy Well experienced with Windows Environment and MS Office Tools, <u>MS Outlook</u>, especially Excel, Word and Power Point, Internet and e-mailing tools. • DCFM (Diploma in Computerized Financial Management), TALLY 9.0, MS Windows, FBT, MIS Reports. • Good knowledge with FOCUS end user process in Finance, Material Management and Sales & Distribution modules • TYPE WRITING		