



# **RESUME**

**B. SATHISH KUMAR**  
**NO: 52, BAJANAI KOVIL**  
**STREET, NINNAKARAI,**  
**KATTANKULATHUR**  
**CHENGALPET-603203.**  
**Mobile No: 8608510792**  
**E-mail: sathishcse1319@gmail.com.**

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## **OBJECTIVE**

To contribute my skills and knowledge for the development of the company and to shape myself while serving the company.

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## **ACADEMIC RECORDS**

| <b>Qualification</b> | <b>Institution</b>                                                    | <b>UNIVERSITY/<br/>Board</b> | <b>Year of<br/>Passing</b> | <b>Percentage</b> |
|----------------------|-----------------------------------------------------------------------|------------------------------|----------------------------|-------------------|
| B.E(CSE)             | E.S College of<br>Engineering &<br>Technology Villupuram.             | Anna University,<br>Chennai. | 2012                       | 60%               |
| H.S.C                | John Dewey<br>Matriculation Higher<br>Secondary School<br>Villupuram. | State Board                  | 2008                       | 53%               |
| A.I.S.L.C            | Railway Mixed High<br>School Villupuarum.                             | AISLC                        | 2006                       | 58%               |

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## **TECHNICAL KNOWLEDGE**

➤ **INSTALLATION**

Operating System, Application Software

➤ **Type Writing**

➤ **CERTIFICATIONCOURSE**

Core java

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## **AREAS OF INTEREST**

- HTML
- MS – Office Excel, MS - Word

## **EXPERIENCE**

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- ❖ Worked as a **Customer Support Executive** at **Visionary RCM Pvt.Ltd.** in Chennai, from 03 July 2015 to 02 April 2018.

### **Job Profile:**

US Medical Process.

To collect all the customer information like patient diseases, ICD Code.

Mail communication with client (patient details).

To send all the patient information to client by VFS tool

To enter all the patient details in the excel worksheet.

- ❖ Worked as a **Production Executive** at **Sree Saraswati Printing Company** in **Tirupur**, from 05 April 2018 to 31 January 2022.

### **Job Profile:**

Stock Inventory (Import and Export Process).

Daily Banking.

Store Maintenance.

Material Order from Supplier.

Production and Quality Checking.

Printing Materials supply to client.

Salary Preparation in Excel.

Mail Communication (Purchase and Payment).

- ❖ Worked as a **Store Supervisor** at **Delphi TVS Technologies Ltd** in **Sriperambadur**, from 16 February 2022 to 30 September 2022.

### **Job Profile:**

Working in SAP Application.

Import and Export Process.

Daily Report Preparation in Excel (Stock In and Out, Quality Report).

Mail Communication with Client and Manager.

Mail Communication (Purchase order and Payment).

Store and Stock Maintenance.

Stock Inventory.

Receiving the products from the supplier.

Check all the data in Invoice Sheet then enter the Gate Entry number in the portal.

Check the product Quality and Quantity on received before from the supplier

Received product sent to Quality Department, they check and consider the product

Acceptance or Rejection.

Material is rejection immediately return to suppliers by using Rejection Supplier Note.

Daily check the stocks materials by manual and system wise.

Daily taking Stock on Hand report in SAP export into excel.

Daily taking the Store Issue Ticket it means Production Department materials brought from Store, they will give SIT invoice.

Also maintain the fuels and gases like Diesel, Oxygen, Hydrogen.

- ❖ Worked as a **MIS EXECUTIVE** at **Hope Foundation** in **Pondicherry**, from 11 October 2023 to 31 August 2023.

**Job Profile:**

To maintain all the students records in the excel.

Monitoring and overseeing the daily administrative management of the college.

Managing and developing the non-teaching staff, administrative, performance appraisal of the organization.

Ensuring accurate statement of financial records and monthly management accounts.

Handling the task of preparing and maintaining records of student's data, such as grades and degree requirements in the system.

Creating academic policies and planning budgets for extracurricular activities.

Performing responsibilities of organizing events and activities at the city and state level.

Conducting the awareness programs at permitted colleges.

- ❖ Working as an **SAP EXECUTIVE** at **BASF Catalyst India Pvt. Ltd.** in **Mahindra World City** in **Chengalpet**, from 21 September 2023 to till now.

**Job Profile:**

Working in SAP Application.

Import and Export Process.

Mail Communication with Client and Manager.

Mail Communication (Purchase order and Payment).

Store and Stock Maintenance.

Stock Inventory.

Receiving the products from the supplier.

Check all the data in Invoice Sheet

Check the product Quality and Quantity on received before from the supplier  
Received product immediately inform to user by mail.

User material sent to rework process we put the DC by using RGP (Returnable Gate Pass) it is rework or scan process.

Users send zero value scrap material we put the DC by using NRGP (Non-Returnable Gate Pass).

Daily we check the stock by physical and system wise.

Only authorized person from department we issue the material from store.

We follow the material FIFO First In First Out

#### **PERSONAL DETAILS**

|                |   |                 |
|----------------|---|-----------------|
| Name           | : | Sathish Kumar B |
| Father's Name  | : | Balakrishnan K  |
| Sex            | : | Male            |
| Marital Status | : | Married         |
| Spouse         | : | Malathi R       |
| Nationality    | : | Indian          |
| Date of Birth  | : | 16-01-1991      |
| Language Known | : | Tamil, English. |

#### **DECLARATION**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

**Date :**

**Yours Faithfully**

**Place:**

(B. SATHISH KUMAR)