

CURRICULAM VITAE

SHILPACHARI

MOB: 9845270313

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EDUCATION:

B A under Kuvempu University.

TECHNICAL SKILLS:

- Basic computer knowledge.

WORK EXPERIENCES:

- Two-year experience from Thermo Metrics (India) Pvt Ltd in store Assistant.
- Nine years experience from Infosys BPM Ltd in Admin Assistant (FACILITIES) Team. And HR Admin Assistant.

JOB RESPONSIBILITIES for STORES:

- Maintaining the Raw materials as well as stock & finish the goods.
- Maintaining of DC Invoice, Transfer certificate (T.C) Purchase order (P.O).
- Goods Receipt Note (G.R.N) and Dispatch challan (D.C).
- Prepare tentative capacity plan.
- Prepare tentative material plan.
- Prepare monthly production plan as per marketing schedule.
- Maintain issues and receipts chart.
- Follow up of dispatch as per schedule.
- Prepare monthly stock statements.
- Prepare ISO and QS_9000 Documentation.
- Prepare machine utilization and operator efficiency report.

DAILY ROUTINES:

- Issue and Receipts of material to production.
- Enter all Production Data to Master Loading Chart.
- Send Production Reports to all HOD's.

GOALS:

- Inventory Control IN Shop.
- Strict to Dispatch on committed dates as per schedule.

At all stages and operations, a major trust is given to (CIP) continues improvement programme. Where in we have great savings in man power, machine hour and cost.

PERSONAL PROFILE:

NAME	: SHILPACHARI
FATHER'S NAME	: Puttakalachari
DATA OF BIRTH	: 1-March-1978
SEX	: Male
MARITAL STATUS	: Married
NATIONALITY	: Indian
LANGUAGES KNOW	: Kannada, English and Telugu
PASSPORT NO.	: B 5345585
RESIDENCE ADDRESS	: Shilpachari C/O Ashok reddy building, Near Smash Sports Academy, Govinda shetty palya main road, Konappana Agrahara, E-city Post, Bangalore 560100.
PERMANENT ADDRESS	: Shilpachari S/O Puttakalachari Vanabogihalli, Honnenahalli (P), Kadur (T), Chickamagalur(D)

DECLARATION:

I hereby declare that information provided above is the best of my knowledge.

THANK YOU

PLACE:

DATE:

(SHILPACHARI)