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ASHOK KUMAR. M.V

Nationality Indian
D/O/B: 15-01-1974
Status: Married
Sex: Male

Educational Qualification:

- Bachelor's Degree in arts from Calicut University (BA Economics)
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Technical Qualification

- Excel, Word, Power Point, Internet Browsing
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Key Skills (Knowledge & Training)

- Knowledge of Tally Billing, Basics of Oracle, Hirise dealership software.
 - Knowledge of Doka Formwork, Scaffolding Material & Construction Materials
 - Basic training in three wheeler Engine Spare parts (i.e. Piaggio, Mahindra, KAL, Garuda etc) manufactured by Greaves Co –Ranipet (Chennai)
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Career Summary

1. Warehouse Supervisor (Agro Field)	–	1 Year
2. Storekeeper (Automobile) Heavy & Light Vehicle and Equipment	-	4 years
3. Store Supervisor (Construction & Heavy & Light Vehicle Spare Parts)	-	9 years
4. Workshop Administrator (Heavy & Light)	-	4 years
5. Manager (Spare, Oil Sales, Service) (3-Wheeler)	-	1 year
6. Sr. Executive Spare Store (Sales & Marketing) TATA Car	-	4 months
7. Spare Parts Manager (Dealership Two-Wheeler)	-	3 Year
8. Purchase Supervisor (Construction Materials and Spare parts store)	-	1 year

Career Details (Experience)

1 Year Experience in Warehouse (Agro Field)

1. Warehouse Supervisor

- 1 Year worked as Warehouse Supervisor in Sumangala Seed Farms, Hyderabad, India. Manufacture & marketing of Vegetable & Oil Seeds (1995-1996)
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Job Profile:

- Overall work of a Agro seeds Warehouse.
 - Yearly and Monthly Inventory
 - Maintaining stock level according to the sales target.
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10 Years' Experience in Spare Parts Store, Service & repair Workshop (Heavy & Light Vehicles, Earthmoving Equipment Division)

1. Storekeeper (Spare Parts): (4 Year)

- Worked as a Storekeeper (Spare parts Division) in Qanbar Steetley (Saudi) Ltd (1996-2000)

Job Profile:

- Overall control of Incoming & outgoing spare parts and raw materials.
 - Preparing Purchase Order to purchase spare parts.
 - Prepare monthly expenses statement for accounts department.
 - Cardex system for manual control of stock
 - Monthly physical Inventory to compare computer & cardex with actual stock.
 - Preparing Goods Received Note and Issue slip.
 - Keeping the store tidy and arranging material with tag & damage less.
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2. Store Supervisor (Spare Parts Division): (5 Year)

- Promoted as Store Supervisor (spare parts division) in Qanbar Steetley (Saudi) Ltd ((2000-2005)

Job Profile:

- Complete control of the company Spare Parts, Consumable & raw material purchase.
 - Maintaining the minimum stock level to repair the equipment on proper time.
 - Submit the expense sheet to Accounts Manager.
 - Negotiation with supplier and collect quotation and Issued Purchase Order on behalf of the company.
 - Co-ordinate with the workshop Dept for the emergency requirements of spares.
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3. Workshop Supervisor (Administrator): (1 Year)

- Promoted on 2005 as a Workshop Supervisor (2005-2006)

Job Profile:

- Administration of the Company Workshop Store Inventory & Purchases.
 - Cost Control of Repair and Maintenance on Spare Parts, Tyres & Lubricants.
 - Prepare Workshop personnel working schedule, supervision of the Workshop Personnel and Equipment Service Schedule.
 - Maintain the minimum stock level of spare parts without any shortage or damage, also manage the spare parts department day to day work.
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1 Year Experience in Marketing, Administration, Purchase of Light Vehicle Spare Parts, Lubricants

1. Manager (Admin) Spares, Lubricants & Service Center (1 Year)

- Worked as a Manager in Payyanur Automobiles – Payyanur, Kannur, Kerala, India, (Authorized Service Center & Spares for Greaves Engine & Piaggio Ape & Penzoil Lubricants (2006-2007)

Job Profile:

- Overall management of the Service Center, spare store, and Lubricant division.
 - Implement of Monthly Target of Lubricants, Spares, Workshop Service.
 - Arranging Market Survey, campaigns, and team meeting to achieve the company target.
 - To lead the Sales Team, Workshop Personnel, and office Staff.
 - Weekly Sales meeting with sales team and reporting to the Managing Partner.
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7 Years' Experience in Construction, Automobile Store & Central Automobile Workshop

1. Construction Store Supervisor (Construction Material & Spare Parts)

- Worked as a Store Supervisor in Dywidag Saudi Arabia (Civil Engineering Contractors), Jubail, Saudi Arabia, for various Sites & Central Warehouse. (2007 to 2012 May)

Job Profile:

- Prepare the Site request for Working Material & Equipment
 - Follow up with the suppliers for the material according to the Purchased Orders.
 - Manage the Store Team include 6 helpers & 2 Assistant.
 - Check the delivered material quality & quantity according to the purchased order.
 - Yearly company store inventory.
 - Submit the monthly expenses summary and update equipment list to Site Management.
 - Handling Site Petty Cash for the emergency purchase.
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- Directly reporting to Commercial Manager.
 - Overall management of all site stores
 - Supervision of store personnel working time, schedule & overtime.
 - Overall control of incoming /outgoing material, equipment.
 - Prepare gate pass.
 - Checking materials quality, damages and delivered quantity etc according to the purchase order.
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2. Workshop Supervisor

- Promoted as Central Workshop Supervisor in September 2012. (From Sept 2012 to Sept 2014) Heavy Equipment & Vehicle Workshop of Dywidag Saudi Arabia Co Ltd.

Job Profile:

- Supervision of Mechanics, Helpers, Welders & Painters
 - Overall control on, Spares, Tyres, Oil Purchase, Issue and Equipment & Vehicle repair.
 - Prepare of Work schedule, Service time of Equipment and Vehicles.
 - Cost control of the repair, Negotiations on Quotation.
 - Direct report to the works manager regarding the major problems, monthly expenses report.
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4 months Experience in Retail Spare parts outlet (Sales & Marketing)

Senior Executive Spare parts Store at TATA Passenger cars spare Dealership

Worked as Sr. Executive Store (TATA Passenger Vehicle Spare Sales Outlet) in Popular Auto Dealers Pvt Ltd, Kannur (From Oct 2014 to Jan 2015)

Job Profile:

- Overall, in charge of Sales, Inventory & Invoicing
 - Daily contact with mechanics on phone and weekly workshop visits and inform about the discount and arrival of new parts.
 - Supervision of Store assistants.
 - Guidance about original parts to the customers and mechanics
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3 years' Experience in Two-Wheeler Spares at Honda Dealership

Spare Parts In charge

Worked as Spare Parts In charge (Two-Wheeler) in Cannanore Honda, at Kannur (From May 2015 to May 2018)

Job Profile:

- Overall, in charge of spare parts inventory of Taliparamba Branch
 - Co- ordination with Workshop Manager about day-to-day requirements of spare parts.
 - Supervision of Store assistants, billing clerks.
 - Co- ordination with sales department regarding accessories for the new vehicle.
 - Co-ordination with outside mechanics to increase counter sales volume.
 - In charge of Estimation and survey of accident report vehicle.
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Dealership Spare Parts Manager (May 2018 to November 2018)

Promoted as Dealership spare parts manager in May 2018.

Job Profile:

- Placing order to Honda (HCIL) and other suppliers according to the company's requirements.
 - Co- ordination with Workshop Managers about day-to-day requirements of spare parts.
 - Co- ordination with sales department regarding accessories requirement of new vehicle.
 - Co-ordination with all Branch & sub dealers for their requirements.
 - Dispatch of spares for all branches and sub dealers.
 - Inventory control of company's centralized warehouse
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3-year Experience as Supervisor (Construction & Spare Parts Store)**Store & Purchase Supervisor**

Working as Store & Purchase (Procurement) Supervisor in Rabban Readymix Qatar (Construction and spare store) from 2018 December to present

Job Profile:

- Overall management of the company purchases and store.
 - Co- ordination with Maint. Manager for day-to-day requirements of the materials and spare parts for the repair and maintenance work in the company.
 - Supervision of Storekeeper, Store clerk, Helpers, and driver.
 - Co- ordinate with accounts department for supplier's payment status, credit terms and also inventory of the store.
 - Yearly stock inventory with auditors.
 - Prepare all reports to the auditors every three months interval regarding purchase, price, stock status.
 - Negotiation with suppliers about supplying of material, price and credit terms.
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Language Known:

English, Arabic (Basic) and Indian Regional Languages (Hindi, Malayalam, Telugu)

Interests:

Family activities, chat with friends, play football & cricket & reading.

Job Objective:

A carrier opportunity of Store Supervision/Management in Construction /Automobile field, which my sound practical experience along with theoretical knowledge can be utilized and employed to its fullest potential.

Aim:

High-level commitment, sincerity towards challenged job and motivating others in achieving the target for the development of the organization.

General Profile:

Energetic well behaved, creative and well organized. Capable of working under pressure, perform sensitive assignment with sincerity and dependability. Coordinate well with the people of all levels and can do attitude.

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