

RETHEESH LOUIS

@ retheeshlouis@gmail.com

+971589767566

Ajman



Objective

To work with a reputed organization and to contribute the growth of an organization with my technical skills, innovative thinking and hardworking nature and to update myself in accordance with the latest trends by quick and continuous learning.



Education

Loyola Institute of Technology (Anna University-Chennai)

2016-2020

BE.Mechanical Engineering.

64%

St.Aloysius HSS Marthandanthurai

2016

HSC

62%

St.Aloysius HSS Marthandanthurai

2014

SSLC

82%



Software Knowledge

Auto cad

Solid works

CATIA V5



Skills

Knowledge in MS Word, Excel, Power point. Internet & Email applications etc.



Experience

Ashok Leyland/ April 2021-Jan2022

Fettling Shop - Store & Data entry

- Worked as store keeper and Material Controller 2021-2022
- document controller and data entry for Fettlingshop Production details

Roles and Responsibilities:

- Material receipts & Storage.
- Accounting of Stocks.
- Maintaining records.
- Looking after Daily Receipt, issues and Dispatches of Materials.
- Preparation and controlling of materials related inventory management in excel of Database application.
- Preparation of all inventory Reports, Monthly stock statement summary & details sheet and monthly stores ledger report.
- Physical Balance verification and preparation of stock match status report on monthly basis.
- Preparation Debit & Credit Note of Sub Contractor. Bill verification of supplies.
- Also handling of Company's Stores System package.
- Planning for Dispatch according to availability, requirement on the basis of closing stock statement & the average material consumed during previous months.
- Direct communication with purchase Dept. to purchase material in time.
- Check All invoices & actual Qty. received As per Purchase Order



Industrial Exposure

- Industrial visit to VELTECH production company
- One day workshop on 3-D printing technology
- Fire & Safety course



Achievements & Awards

- 2016-2017 College football sports zone winners, ▪ SVCE college sports runners 2016-2017 ▪ Anna University college sports runner ▪ Two times CIT college football games winners ▪ 2018 - 2019 college football sports zone runner ▪ SVCE college football sports winners 2017-2018



Additional Information

Personal Data:

Date of Birth : 01/09/1998
Sex : Male
Father's Name : Louis
Nationality : Indian
Marital Status : Single
Languages Known : English, Tamil, Malayalam.

Passport Details:

Passport No : U8427972
Date of Issue : 05/01/2021
Date of Expiry : 04/01/2031
Place of Issue : TRIVANDRUM.



Declaration

I here by 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