

CREDENTIALS VITAE

SEDHU RAMAN

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Objective

Looking forward to an opportunity in a challenging environment, where I can utilize my experience and skills and contribute effectively to the success of the organization along with my personal growth.

Career Overview

Giovanni Food Industries LLC, UAQ
Premium Nature Distribution – Dubai, UAE
Inventory cum Accounts Assistant (Mar 2021 to Till Date)
Responsibilities

- Performing inventory and accounts activities
- Updating all expenses and bills in Zoho online books
- Making invoice and delivery notes in Zoho online books
- Preparing quotation, purchase order in Zoho online books
- Daily stock report, weekly stock reports, Monthly stock reports updating, and getting approval from a manager.
- Handling petty cash and making vouchers.
- Preparing monthly payables and receivables.
- Preparing monthly sales reports
- Follow-ups for customer payment collections.
- Preparing SOA and submitting to customers.
- Ensuring that the store is kept clean and organized.
- Perform other stock-related duties- including receiving, loading, offloading, returning, packing, and Expiry checking, labeling the packing
- Inspect deliveries for damage or discrepancies and report to the manager.
- Managing all the documentation related to store and accounts and will be inspected at that time of auditing.

Emirates Foam LLC
Lootah Industries Group – Ajman, UAE
Storekeeper cum Accounts Assistant (June 2016 to Jan 2021)

Responsibilities

- Providing clerical and administrative supports and follow-up in assisting with Division Manager.
- BOM, WIP, MR, GRN, MO, INVOICE& DN raising in oracle ERP systems.

- Monthly overtime & attendance submission to the payroll
- To Coordinate ESS & WMS for division employees
- Daily stock checking.
- Monthly stocking check and publishing.
- Preparing Quotations, Quotation inquiry, and register reports
- Arrangement of transport for exporting material with related clearance documents.
- Follow up with the suppliers and arrange the consumables for production
- Monthly bills checking and making arrangements for payments.
- Monthly reports preparation - Production, Sales, Diesel consumption, water consumption, Rejection, and Spillage.
- Production coordination and process following.
- Online weight monitoring and consecutive days follow-ups.
- Production/Packing Rejection segregation and preparing reports on a daily basis
- To Ensure Plant Housekeeping.
- Preventive Maintenance follow-up and updating – Shape molding machine, Pre-Expander, utility compressors.
- Comparing two actual weight (pre-expand and Production) units Volume
- Follow up for the delivery according to the customer's requirement.
- Daily Performance Report.
- Troubleshooter the machine breakdown with online support from Italy and Korea.
- Having basic Knowledge in AutoCAD Drawing.

Hotel Kodai Peak, Kodaikanal –India

Office secretary cum Purchase (June 2014 to May 2016)

Responsibilities

- Performing secretarial work for office by providing discreet secretarial services and maintained accurate, up-to-date confidential files
- To deal with telephone and email enquiries
- Sorting and distributing incoming and outgoing post
- To secure minimum of three manufacturers for each product at varying costs and qualities.
- To obtain best import product terms with manufacturers/suppliers
- To obtain best credit facilities, terms of payments with manufacturers/suppliers
- Follow up with the suppliers on the delivery of the supplies.
- Manage vendor details and their rates in the system and update them for any changes on a timely manner.
- To maintain the purchasing documents, files and records for the purpose of ensuring the availability of documentation.
- Maintain purchase order data and communicate with suppliers for mismatches
- Checking the invoices versus delivered quantities in terms of price and quantity before financial approval.

Sakthi Software Solutions- India

Office cum Purchase Administrator (Aug 2010 to Mar 2014)

Responsibilities

- Management of Office Equipment
- Maintaining a clean and enjoyable working environment
- Handling external and other internal communication
- Organizing ,arranging and coordinating meetings for executives
- Sorting and distributing incoming and outgoing post
- Ensure systematic filing, labeling all office related files.
- Liaising with Building Maintenance team for any repairs to be done.
- Maintain Hard & Soft copy of all the deliverable / transmittal.
- Tracking of office supply inventory and approve supply orders.
- Raising Purchase order to the vendors for the required supplies.
- Reconciliation of invoices with the purchase order and forward to the account payable team

Educational Profile

Bachelor of Computer Science

Graduated in First class, Anna University.

Databases : Oracle 9i, 10g

Tools : Microsoft Office, AutoCAD (Basics)

Operating System : Windows, Linux

Personal Details

Date of Birth : 24th Jan 1986
Sex : Male
Marital Status : Married
Languages : English, Tamil, Hindi
Nationality : Indian
Passport Details : S3887610
Address : 255/O-12A, Silver Nagar,
Perambalur, Tamilnadu-621212
India

Declaration

I hereby declare that all the information furnished above is true to the best of my knowledge and belief

Date:

(P. Sedhu Raman)

Place: