



JEBARSON JESURAJ

Assist. Executive – Stores Supervisor

OBJECTIVE

Skilled store supervisor with six and half years of experience in manufacturing industries. Excel at stores procedures, operations, Inventory planning and control and people handling. Expert in creating and managing Reports, Dashboards and stores procedures that aligned with physical activities in order to create a well-organized warehouse.

WORK HISTORY

Oct 2019 ~ Dec 2021

Assist. Executive - Material

SEOYON E-HWA SUMMIT AUTOMOTIVE IND. PVT. LTD
Andhra Pradesh, India.

- Stores assist. In-charge and Material planning.
- Controlled an Inventory of 563 materials.
- Led a team of 87 people, Including 6 Junior executives, 33 Graduate Trainees and 51 casual labors.

May 2015 ~ Oct 2019

Junior Executive – Stores

Graduate Trainee - Stores

WOORY AUTOMOTIVE IND. PVT. LTD
Tamil Nadu, India.

- Store In-charge.
- Joined as trainee and grew into junior executive role.
- Controlled an Inventory of 1200 direct materials.
- Led a team of 8 people including 6 Technicians and 2 casual labors.

WORK EXPERIENCES

Store Operations

- Scheduling and assigning workload to employees.
- Monitoring and validating stores operational staff job results.
- Monitoring all physical activities are linked with SOP and follow as same.
- Ensure All operations are following company's HSE policy.
- Monitoring 3C and 5S
- Manage stock profiles and locations identifications as per company's Identification procedures.
- Ensure physical documents are followed up with proper signatures and seals such as returnable and non-returnable DC's, return and rejection invoices, material issue slips, etc.
- Create an efficient space utilization plan while implementing new products.
- Full fill the requirements from QC and Production team to achieve zero-line stoppages due to any internal or external problems.
- Verify the accountability of the bills that vendor created in Supply chain management Portal.
- Report monthly supply delivery performance of suppliers and Arrange meetings with Suppliers to control supply discrepancies.

CONTACT

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Dubai.

TECH. KNOWLEDGE

MS Excel : ● ● ● ● ○

MS Word : ● ● ● ● ○

MS Power point : ● ● ● ● ○

MS Power BI : ● ● ● ○ ○

SAP HANA : ● ● ● ● ●

SAP (B1) : ● ● ● ● ●

WMS (SIS) : ● ● ● ● ●

SCM Portals : ● ● ● ● ●

AREA OF FOCUS

- Stock control.
- Warehouse Procedures.
- Rejection and Scrap.
- Support production, sales and Quality.
- Monitoring Physical and Systematic transaction.
- Monitoring Backlogs.
- GRN vs Vendor Invoice.
- Communicate with Vendors.
- Assisting Auditors.
- Floor management

PROFESSION SKILLS

- Multi-tasking.
- Analytical thinking.
- Recruiting
- priorities workloads.
- Train and educate the team.
- Data Analysis.
- Computer Savvy.
- Time management.
- Stress management.

INTERPERSONAL SKILLS

- Taking Responsibility.
- Good Communication.
- Strong Leadership.
- Team work.
- Adaptability.
- Leadership.
- Analytic thinking.
- Problem solving.

EDUCATION

B.sc in Computer science

Aditanar college of Arts and Science - Tiruchendur
Manonmanium Sundaranar University.

2012 ~ 2015

LANGUAGES KNOWN

TAMIL : ● ● ● ● ●

ENGLISH : ● ● ● ●

TELUGU : ● ● ●

HOBBIES & INTEREST

- Reading.
- Listening Podcasts.
- Walking.
- Digital Editing.

COVID-19 VACCINATION

- Covishield
1st Dose: 20/07/2021
2nd Dose: 15/10/2021

WORK EXPERIENCES (Continued)

Stock control

- Conduct Overall physical inventory count at Month end and Year end.
- Assist Finance team and external auditors on year end physical count.
- Conduct Cycle Count PI count to ensure accuracy and timely execution.
- Analyze and match the System (WMS & SAP) and Physical stock.
- Reconcile and provide the report to manager on any variances found during either daily cycle count, month-end or year-end PI count.
- Monitor on materials shelf life in stock and send weekly reports to the Buyer and QC team.
- Declare and update Minimum and maximum stock in WMS.
- Monitoring Rare and Non-moving materials

Inventory planning

- Create a Demand plan according to the OEM's plan day to day by considering current inventory and in transit inventory.
- Convert the calculated Demand quantity to most Economic order Quantity.
- Rise PO for the EOQ in SAP and inform the buying team and Manager.
- Check raised invoices from suppliers in the Supply Chain Management web portal and Collaborate with the buying team in order ensure the material availability at the right time.
- Coordinate with the Sales team and fulfill their requirements on JIT materials.
- Work closely with PPC and update the buying team to change the transit plan if any plan changes.
- Assist in the buying process if needed.
- Monitoring the consumption between Bill of material vs physical production.

Reports and documentations

- Develop and review SOP accordance to the IATF and ISO standard, and maintain all the stores documents.
- Create all monthly and weekly reports such as KPI's, Inventory and discrepancy report, Inventory turnover ratio, ABC classification, Reconciliation report for import, high value and job work materials.
- Create all basic reports like Organization chart, Layout, Job descriptions, Skill matrix and evaluation reports based on the training that given.
- Assist Audit and make counter measures and Closure against audit points.
- All other task from Manager.

PERSONAL INFORMATION

Gender	: Male.
Date of birth & Age	: 18/02/1995 & 26 Years Old.
Marital status	: Single.
Religion	: Christian.
Citizenship	: Indian.
Visa details	: Visit Visa up to 14.04.2022

DECLARATION

I hereby solemnly declare that the information furnished and the statements given are true with the best of my knowledge.