

# RAJESH .M

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**Communication Address**

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**OBJECT :-**

Seeking career in a dynamic organization that values and utilizes my skills, in a managerial position by offering an opportunity to Execute, Accomplish and Excel for achievement of organization's and personal growth.

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**WORKING EXPERIENCES: -**

**Company Name: Vodafone Essar Cellular Ltd.**

**Designation: Customer Service Executive & Sales Co Ordinator postpaid**

**Location: Tirunelveli**

**Period: 2007 to 2008.**

**RESPONSIBILITIES: -**

- Responsible for Activating of Postpaid Connection for entire Tirunelveli Cluster.
- Reporting of Daily Prepaid and Postpaid Sales data for the Cluster.
- Tracking Dealer Wise Walk-in report on daily wise.
- Co-ordinating with all Channel Managers for Postpaid Activations.
- Responsible for Updating of Prepaid Activation for entire Cluster.
- Reporting of Daily Primary & Secondary sales data for entire Cluster.



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**WORKING EXPERIENCES:-**

**Company Name: Reliance HR PVT.LTD (Anil Dhirubhai Ambani Group of Company)**

**Designation: Customer Service Executive & Collection Backend**

**Location: Chennai, Nungambakkam**

**Period: 2008 to 2014.**

**RESPONSIBILITIES: -**

- Responsible for Activating of Broad Bond Collection Backend for entire Ashok Nagar Cluster & Alwarpet Cluster.
- Reporting of Daily Broad Bond Collection data for the Cluster.
- Tracking Dealer Wise Walk-in report on daily wise.
- Co-ordinating with all Channel Managers for Broad Bond Activations.
- Responsible for Updating of Broad Bond Activation & Suspend status for entire Cluster.
- Reporting of Daily Primary & Secondary sales & Collections & Suspend status data for entire Cluster.



**WORKING EXPERIENCES: -**

**Company Name: ISHANA HONDA AUTO MOBILES PVT LTD.**

**Designation: Customer Service Executive & Accounts Admin.**

**Location: Tenkasi**

**Period: 2014 To 2020.**

**RESPONSIBILITIES: -**

- Responsible for Two wheeler sales & service station Backend for entire for all branches sales and service report.
- Reporting of Daily sales data for the branches.
- Tracking Dealer Wise Walk-in report on daily wise.
- Co-ordinating with all Channel Managers for service station
- Responsible for Updating of Two wheelers sales & service station status for entire branches.
- Reporting of Daily Primary & Secondary sales & service station Cash status data for entire Branches.
- Daily wise Reporting to GM & Chairman.



**WORKING EXPERIENCES: -**

**Company Name: AARTHI SCANS & LABS PVT LTD.**

**Designation: Corporate Executive & HR ASSISTANT.**

**Location: Chennai**

**Period: 2020 To 2023 Jun.**

**RESPONSIBILITIES: -**

- Reporting of Daily Billing wise data for the branches.
- Responsible for Updating of Doctor's data's entire for branches.
- Daily wise Reporting to GM & Chairman. Preparation of salary statement by Software
- Answered student inquiries and resolved problems related to curriculum and course prerequisites.
- Maintenance of the attendance management process
- Made recommendations for continuous improvement related to use of new teaching tools, Resources and training.
- Coordinated with training, development, labor relations, budgeting, benefits, and compensation.
- Handling formal grievance and disciplinary process and appeals
- Worked for NABH and also directly trained by NABH ASSESSOR
- Tracking daily Branch wise Doctors visit & reschedule
- Handling Grievances day to day resolving it , Reporting to the HOD's
- Planning of Daily activities of the Doctors.



**WORKING EXPERIENCES: -**

**Company Name: LLOYDS METALS & ENERGY LTD. (Triveni Group of Company)**

**Designation: STORE MANAGER**

**Location: MAHARASHTRA, (KONSARI)**

**Period: 2023 to till now working.**

**RESPONSIBILITIES: -**

- Inventory Handling Management through proper counting, stocking and following FIFO AND LIFO.
- Proper identification and traceability of goods by displaying bin card, proper packing and training of subordinates.
- Proper Stock Management by introduction of minimum and maximum levels of all times and by pro-active planning make assures the availability of material on time for production.
- Maintenance of the Labor attendance management process.
- Proper record keeping for accounts department & suppliers by defining criteria of incoming material. Facilitate accounts department for payment & reconciliation.
- Subordinates training for issuance return procedure manually and systematically (ERP), stacking procedure and allocation of storage area.
- Check legacy report with consumption report.
- Look after store stocking and items Location.
- Supervise store keepers and try to solve their problems in daily working process.
- Main stock Level Maintain.
- To Make computerized demand after one week.
- To reconcile store after 10 days and forward stock report to accounts officer, Finance Manager and Purchase department.
- Start online store working daily issuance, receiving and store in hand stock which was online view by production, purchase, audit & accounts department in this way we can save a big amount by used surplus and in hand stock.
- Verification of all store issuance, Store receipt,
- Verification of all purchase documents.

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**ACADEMIC QUALIFICATION: -**

**2006 Government of India Ministry of Small Industries Development Organization.**

***Secured 89%. First Class Mark & Department First.***

(Hotel Management & Nutrition, and office management).

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**COMPUTER SKILLS: -**

- MS Office, Ms Excel, Ms Power Point, Ms Access, Internet & E-mail, Hardware Networking
  - Tally ERP 9.
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**PERSONAL MINUTIAE: -**

Father's Name : Murugan .V

Age & Date of Birth : 39 & 04.03.1986

Sex : Male

Nationality : Indian

Hobbies : Listening to Music, Playing Carom Board & Chess.

Languages known : Tamil, English, Malayalam.

**Declaration,**

All the above mentioned facts are true, and I am assuring I can perform the Work with almost Skill, Efficiency and honesty.

Place:

Yours's faithfully,

Date:

(RAJESH .M)