

K.Natarajan

E-Mail: kgnatarajan23@gmail.com

Mobile No: 8883016786

Vishvakarmapuram Colony

Avalchinampalayam

Samathur (PO) Pollachi,

Coimbatore Dist.

CURRICULUM VITAE

Objective:

Seeking Supervisor job in a reputed organization that would best utilize my expertise to guide stock control and distribution of supplies and equipment for the benefit of the organization.

Education:

- Diploma in **Automobile Engineering, 1998-2000, 82% First Class with Honours**

Professional Experience:

Concern : M/s. Keerthana Traders, Pollachi

Designation : Supervisor

Duration : 15-June-2021 to Till date

Job Responsibilities:

- ✓ Worked customer service supervised employees tested and repaired various automotive system components.
- ✓ Created daily restocking order to replace units.
- ✓ Sold auto and vehicle spare parts to customers
- ✓ Assisted the public with purchase of auto parts, replenished stock, called various vendors for technical assistance with problem solving, stored.

- ✓ Deal with incoming phone calls customers' needs for auto parts associated with the vehicle.
- ✓ Handled inventory management and restocking, warehousing the parts, as well as shipping and receiving payment.
- ✓ Dismantle, overhauling and service of all vehicles – Engine parts, Gearbox, Crown pinion, Front axle, Rear axle, Self-motor, Dynamo, Steering box, Hydraulic system, Joint assembly

Vehicles handled:

Tata Ace, Tata 709, Tata 1109, Tata 608, Bolero pickup, Tata Sumo, Ashok Leyland, Eicher vehicles etc.,

Concern : M/s. Natesan & Company, Pollachi

Designation : Supervisor (Stock and Transport)

Duration: March 2012 to 10 June 2021 and May 2002 to March 2005

Job Responsibilities:

Client: BBTC Ltd (Mudies) -Tea Product

- ✓ Received, inspected, and recorded incoming tea shipments, ensuring quality and accuracy.
- ✓ Organized and maintained the stockroom, optimizing space utilization and accessibility.
- ✓ Purchase and Supply to client manure and coal and dolomite
- ✓ Conducted regular inventory counts and reconciled discrepancies.
- ✓ Assisted in the implementation of new inventory management software.
- ✓ Experience in Operation and Maintenance, Servicing, Overhauling, Troubleshooting, Mileage checking and Fleet Management.
- ✓ Scheduled Maintenance, Emergency Maintenance, Various Records Maintaining like, RC book, insurance, taxes, parts warranty card, Battery card, Job card, Tyre cords, Purchase records, Vendor records, Payment advice to suppliers, Negotiating with sub-contractors.

Concern : M/s Overseas Marine Services, Bahrain

Designation : Piping Supervisor
Work Location : Arab Shipbuilding and Repair Yard Company, Bahrain
(ISO 9001, 14001 and 18001 certified firm)

Duration : April 2005 to February 2012

Job Responsibilities:

- ✓ Study the piping specification, job identification onboard, estimating the time duration of completion.
- ✓ Making of material requirement planning, work allocation, observation of works in progress, quality check, controlling time wastage and material wastage.
- ✓ Overhauling of all types of auxiliary engines, pumps, valves, coolers & marine accessories.
- ✓ Maintain Progress reports, failure analysis reports, welding and gas cutting quality supervision, educating the workers for safety rules and regulations.

Industrial Training (INPLANT) Trainee in Automobile Section

Concern : T.V.S. & SONS LTD., Tirunelveli.
Duration : 08 January 2002 to 09 March 2002
Training at : Engine overhauling, Gearbox overhauling,
Clutch overhauling, Crown overhauling

Personal Details:

Date of Birth : 02.03.1981
Marital Status : Married
Nationality : Indian
Languages Known : English & Tamil

Declaration:

I hereby declare that all the details given above are true to the best of my knowledge.

Yours Truly,

Place : POLLACHI

(K. NATARAJAN)

Date :