

RESUME

VIGNESH.R

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Location: India

EXECUTIVE SUMMARY

- Over 7years of cross-cultural experience as SALES ADMIN MAMAGER.
- Responsibilities: Greeting customers, responding to questions, improving engagement with merchandise and providing outstanding customer service. Operating cash registers, managing financial transactions, and balancing drawers. Achieving established goals.

CORE COMPETENCIES

Project Management

- Preparing Project Quality Plan and Inspection Procedure & Categorization Plan as per project specification deliverables.
- Examining the incoming project materials against the delivery note and review MTCs; ensuring that materials are handled and stored adequately and ensuring that all the site activities are in accordance to the latest revision of drawings & procedures.

Title :**Design of Semi-Automated Handy Gas Cutting Machine**

Description: A semi automated mechanism using linkages was designed to constrain the path of the gas cutter to follow a linear path. This project was done for**INDIAN RAILWAYS,Southern Railways at Golden Rock, Trichy**

Title :**Design and Manufacturing of Fixture for inserting Copper Rods into Rotor Stampings**

Description: To insert the copper rods into the rotor stampings of a submersible pump to reduce manual fatigue and reduce production time.

Quality Assurance

- Maintaining quality standards for incoming/ outgoing materials, ensuring stringent adherence to quality standards, norms & practices.
- Working in close coordination in work groups for conducting process audits and conducting review and approval of quality plans and detailing on quality requirements.
- Finalizing the quality plan and reviewing QC Reports.

PROFESSIONAL EXPERIENCE

Jun'2012 – Dec'2016 with Ribo Industries Pvt Ltd., A Leading Pressure Parts Manufactures In Trichy.
As
Store Incharge

MAR'2017- TILL Date WORKING AT ABT NEXA SUZUKI CARS SHOWROOM, COIMBATORE, INDIA,
As
SALES ADMIN MANAGER

Key roles and Skills:

- Store Management
- Purchasing& Market Knowledge
- Lenient in handling Labour
- Creative, Energetic, Sharp, Committed & disciplined
- Problem-Solving skills
- Strong verbal and Written in English
- Proactive and Flexible Attitude in swiftly changing environment
- RTO & Delivery Process
- Vehicle Stock Transfer
- Demo Vehicle Maintenance & Monitoring
- Events Organization

SCHOLASTICS

**B.E. (Mechanical Engineering) at MAHARAJA ENGINEERING COLLEGE,
AVINASHI, COIMBATORE.
(Anna University) In 2011-70% marks.**

PERSONAL DETAILS

Date of Birth:	04 th MARCH 1990
Address:	NO204,C BLOCK ,ROW11,GARDEN CITY VEDAPATTY, Coimbatore-641007
Languages Known:	English, Tamil
Driving license:	Indian driving license(LMV)both two wheeler& four wheeler well experience
Passport No:	J7292061
Date of Expiry:	01.03.2022
Place of Issue:	Trichy, Tamil Nadu.

DECLARATION

I hereby declare that the above written particulars are the best of my knowledge and belief.

Date:

Place: Coimbatore

R.Vignesh