|  |
| --- |
| “Sisiram”  Cheppanool,  (PO) Muyyam, (Via)Karimbam,  (Dt) Canannore  Kerala State, India – 670142  **Mobile: 0091 9544126305**  **E Mail: ashokmeenankada@gmail.com** |

**

*ASHOK KUMAR. M.V*

|  |
| --- |
| **26 years’ of experience as Store /Spare Parts Manager/supervisor in automobile and construction industry with sound knowledge of Heavy/light vehicle, two/three wheeler and earth moving equipment’s spare parts, construction material, tyres and Lubricant** |

**Nationality** Indian

**D/O/B:** 15-01-1974

**Status:**  Married

**Sex:** Male

**Educational Qualification**:

* BA Economics

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Technical Qualification**

* Excel, Word, Power Point, Internet Browsing,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Key Skills (Knowledge & Training)**

* Basic training received to recognize genuine and non genuine parts in three-wheeler Engine Spare parts by Greaves Co –Ranipet (Chennai)

(i.e., Piaggio, Mahindra, KAL, Garuda etc.) manufactured by

* Self-Motivated, Decision Making, Supervision, Work under pressure, Teamwork, Problem solving, Negotiation.
* Knowledge of Tally, HiRISE, Siebel, trade easy programs

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Career Summary**

1. Warehouse Supervisor (Agro Field) 1 Year
2. Store Supervisor (Construction & Heavy & Light Vehicle Spare Parts) 17 years
3. Admin & Service Manager (Three-wheeler Spare, Service and Oil Sales) 1 year
4. Dealership Spare Parts Manager (Two-Wheeler) 3 Years
5. Store & Purchase Supervisor (Construction and Spare parts store) 5 years

**Career Details (Experience)**

1. **Warehouse Supervisor -Agro section (1995-1996- 1 Year)**

**Sumangala Seed Farms**, Hyderabad, India. Manufacture & marketing of Vegetable & Oil Seeds

**Job Profile:**

* Responsible of warehouse (Agro seeds)
* Supervised shipping and receiving, distribution and workplace safety.
* Revised and developed procedures to reduce risk and achieve compliance.
* Recorded information, shortages, and discrepancies to keep records current and accurate.

1. **Spare Parts Store Supervisor (Heavy and light vehicle and equipment) (1996-2006 – 10 Years)**

**Qanbar Steetley (Saudi) Ltd -Ready-mix Concrete** – Dammam – Saudi Arabia

**Job Profile:**

* Responsible of company spare parts store & purchase of spare parts, lubricants, tires etc.
* Responsible of petty cash
* Supervision of store personnel
* Yearly inventory with auditors

1. **Manager (Admin) Spares, Lubricants & Service Center (2006-2007 – 1 Year)**

**Payyanur Automobiles**-Kannur – Kerala – India (authorized spares and service center for Greaves three-wheeler and Pennzoil)

**Job Profile:**

* Responsible for the sales of spare parts (Greaves Piaggio genuine parts), Pennzoil lubricants.
* Responsible and management of Piaggio three-wheeler authorized workshop
* Worked with customers to understand needs and provide excellent service.
* Carried out day-to-day duties accurately and efficiently.
* Manage the mechanics, store assistant, accountant personnel

1. **Construction Store Supervisor (Construction Material &Spare Parts) 2007-2012- 7 years**

**Dywidag Saudi Arabia – Civil Construction Contractor** – Jubail – Saudi Arabia

**Job Profile:**

* Enhanced job site safety by monitoring equipment and team members to prevent accidents.
* Responsible of the site store (construction and spare materials, chemical)
* Prepare site request, follow up with suppliers regarding delivery time
* Ensure the incoming material quality, quantity as per the specified PO and with specified department head
* Responsible of the yearend inventory
* Handling of petty cash, prepare site monthly expenses, updating of equipment list and submit to commercial manager.
* Manage the store team (7 no’s)

***4A.Workshop Supervisor***

Promoted as Central Workshop Supervisor in September 2012. (From Sept 2012 to Sept 2014) Heavy Equipment & Vehicle Workshop of Dywidag Saudi Arabia Co Ltd.

**Job Profile:**

* Supervision of Mechanics, Helpers, Welders & Painters
* Overall control on Purchase and issue of Spares, Tires, Oil for Equipment & Vehicle repair.
* Schedule of Work schedule of the mechanic for central and site maintenance team, Service time of the Equipment and Vehicles, prepare over time for workshop personnel
* Cost control, Negotiations on Quotation.
* Direct report to the works manager regarding the major problems, monthly expenses report

1. **Senior Executive Spare parts Store (2014 October to 2015 January)**

**Popular Auto Dealers** **(Tata Passenger car Authorized spare parts outlet**) Kannur – Kerala

**Job Profile:**

* Used coordination and planning skills to achieve results according to schedule.
* Used critical thinking to break down problems, evaluate solutions and make decisions.
* Received and processed stock into inventory management system.
* Offered friendly and efficient service to customers, handled challenging situations with ease.
* Increased customer satisfaction by resolving issues.
* Responsible of sales, inventory of the branch spare parts outlet, responsible of handling clients, shop assistant, collection, prepare invoice, receipt.

1. **Dealership Spare Parts Manager (2015 May to 2018 November) 3 Years**

**Cannanore Automotive Co (Honda Two-wheeler Dealership)** Kannur – Kerala

**Job Profile:**

* Maintain sales and inventory management by effectively controlling daily parts program activities.
* Responsible for purchase of spare parts and accessories from Honda and other dealers
* Rearranged parts department to better serve changing trends and keep workspaces organized.
* Offered hands-on assistance to customers, assessing needs and maintaining current knowledge of consumer preferences.
* Conducted periodic analysis of current spare parts inventory levels to determine needed parts to support the service department
* Ordered parts for customers, repair shops
* Developed and implemented inventory system, boosting customer satisfaction scores
* Reduced expense spending by securing low-cost inventory for customers to drive increased sales and improve customer loyalty.

1. **Store & Purchase Supervisor (Spare parts & Consumable) 2018 December to 2024 Nobember- 6 years**

**Rabban Readymix Wll (Ready-mix Concrete)** Doha – Qatar

**Job Profile:**

* Reviewed and monitored scheduling, purchases, and other expenses to maintain monthly budget.
* Managed inventory control, cash control and store opening and closing procedures.
* Managed store employees successfully in fast-paced environment through proactive communication and positive feedback.
* Responsible of the overall purchase of spare parts, consumable material, plumbing, electrical, mechanical items.
* Comparison the suppliers price variance on a regular interval
* Obtain Quote and negotiation on price with suppliers.
* Issue of purchase order on behalf of the company,

###### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

###### Language Known:

###### English, Arabic (Basic) and Indian Regional Languages (Hindi, Malayalam, Telugu)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

###### Interests:

Family activities, chat with friends, play football & cricket, reading books, Listening music

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Job Objective:**

A carrier opportunity of Store/Purchase Supervision/Management in Automobile/ Construction industry, which my sound practical experience along with theoretical knowledge can be utilized and employed to its fullest potential.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Aim:**

High-level commitment, sincerity towards challenged job and motivating others in achieving the target for the development of the organization.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**General Profile:**

Energetic well behaved, creative, and well organized. Capable working under pressure, perform sensitive assignment with sincerity and dependability. Coordinate well with the people of all levels and can-do attitude.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ASHOK KUMAR**