

VELMURUGAN RAJAGOPAL

NO: 34A, BAJANAI KOIL STREET, OTTIVAKKAM VILLAGE, CHENGALPATTU,
THIRUKAZUKUNDRAM TALUK, KANCHIPURAM, TAMILNADU – 603405.



Mobile no:9677614560

rvmss_25@yahoo.co.in

Date of birth:18.07.1980

Responsibilities Handled:

- Preparation of MIB (Materials consumption) Monthly and weekly reports to the management
- Issuing the materials to the project through indent and maintenance of records.
- Purchase activities like purchasing the materials from the approved vendors only, based on site requirement and continuously follow the vendors that should be reach in time
- Arranging requirement of all Bulk materials with proper royalty slip and to achieve the Master program schedule in the project.
- Preparing the entire Suppliers bills and sent to accounts regularly for making payment for supplier supplying materials without any delay
- Reconciliation of all important materials and maintain proper documents
- Maintaining all the stores Records through Manual and as well as maintaining through system, and collect the test certificate for the required materials from suppliers
- Physical verification for all materials & stacking materials properly for ease in identification and proper inventory should maintain like first in first out
- Site Cash handling and do some activities in accounts & admin

WORKING EXPERIENCE:

Shapoorji pallonji co. pvt ltd, IIT-Hyderabad, Kandi, Telangana-Ind.

From 09.02.2023 To 03.09.2024

Senior Officer Stores: Responsible for all Stores Activities & Transactions (B&F)

Shapoorji pallonji co. pvt ltd, APTIDCO Projects, Guntur, Andhrapradesh-Ind.

From 02.11.2023 To 08.02.2023

Senior Officer Stores: Responsible for all Stores Activities & Transactions (B&F)

Shapoorji pallonji co. pvt ltd, Telangana police head quarters, Hyderabad, Telangana-Ind.

From 12.09.2022 To 01.11.2023

Senior Officer Stores: Responsible for all Stores Activities & Transactions (B&F)

Nagarjuna Construction co. Ltd, Patwad-WSS-SWSM Job, Robertsganj, Uttarpradesh-Ind.

From 17.08.2021 To 15.07.2022

Assistant Manager Stores: Responsible for all Stores Activities & Transactions (Water project)

Dhafir technologies LLC, Po Box: 91300, Abudhabi, UAE : Feb-2020 To April-2021

Project: 147W/2019 Remaining works of transmission & distribution pipeline at wadi-shaam to Ras AL-khaimah

Stores Manager: Responsible for all Stores Activities & Transactions (Oil & gas pipe line)

Shapoorji Pallonji group, APTIDCO-Dhone, Andhrapradesh-IND-Nov-2018 To Sep-2019

Stores Officer: Responsible for all Stores Activities & Transaction (B&F)

Lookman electroplast IND LTD, Nandanam, Chennai-IND-14.12.2017 To 30.06.2018

Senior Executive Stores: Responsible for all Stores Activities & Transactions (Production)

Ihita eng services pvt ltd., Valasaravakkam,Chennai-IND-03.03.2017 To 20.11.2017

Purchase Coordinator:Responsible for all purchase Activities&Transactions(B&F)

L&T, Construction,230 kv ctl job site,Tuticorin,IND-Till 30.09.2016

Assistant Stores Officer:Responsible for all Stores Activities&Transactions(Power Transmission & Distribution)

L&T, Construction,400 kv s/s job site,Himacalpradesh-IND.

Assistant Stores Officer:Responsible for all Stores Activities&Transactions(Sub station)

L&T, Construction,vallur thermal power plant,Ennore,Chennai-IND.

Assistant Stores Officer:Responsible for all Stores Activities&Transactions(Thermal power plant)

L&T, Construction,NJY job site(APDRP),Channarayapatna,Karnataka-IND.

Assistant Stores Officer:Responsible for all Stores Activities&Transactions(Sub station)

L&T, Construction,MSEDCL infra project(APDRP),Washim,Maharashtra-IND.

Assistant Stores Officer:Responsible for all Stores Activities&Transactions(Sub station)

L&T, Construction,220 kv s/s job site,Hoskote,Bangalore-IND.From 10.06.2008

Stores Incharge:Responsible for all Stores Activities&Transactions(Sub station)

L&T, Construction,RMZ-Centennial,Bangalore-IND.From 26.10.2005 To 05.06.2008

Stores Incharge:Responsible for all Stores Activities&Transactions(B&F)

L&T, Construction,Intel SRR2,Marathahalli,Bangalore-IND.From 01.11.2004 Till 25.10.2005

Stores Assistant:Reporting to stores incharges(B&F)

L&T, Construction,Intel SRR1,Marathahalli,Bangalore-IND.From 01.10.2003 To 31.10.2004

Stores Assistant:Reporting to stores incharges(B&F)

L&T, Construction,Vysya bank,MG Road,Bangalore-IND.From 01.04.2002 To 31.08.2003

Stores Assistant:Reporting to stores incharges(B&F)

L&T, Construction,Infosys,Hebbal,Mysore-IND.From 01.12.2000 To 31.01.2002

Stores Assistant:Reporting to stores incharges(B&F)

Academic Qualifications:

- St Columbas HSS Chengalpattu,**SSLC-10th**,Third class-April-1997
- Govt HSS,MGR Nagar,Chennai,**HSCC-12th**,Second class-March-1999
- University of madras,Chennai,Under Graduate-**BBA**,Third class-May-2003
- University of madras,Chennai-Diploma in management-**DMM**,Third class-Dec-2006

Technical Qualification:

Department of Technical education-Typewriting English-Junior grade,First class(July-1998)

Language Competence:

Tamil (writing, Reading, Speaking), English (writing, Reading, Speaking), Hindi (Writing,Reading,Speaking), Kannada (Speaking), Malayalam (Speaking), Telugu (Speaking),

Computer Competence: EIP(2.0), SAP, ERP,Browsing & MS OFFICE