


# RESUME

M.P.Saradagayathri.,M.Sc.,B.Ed.,  
Inventory Executive



 [mpsarada@gmail.com](mailto:mpsarada@gmail.com)

 6369231625

Two years' experience as an inventory executive maintaining stock levels in strict confidence and creating immaculate reports. Possesses a M.Sc., in Computer Science and expertise in SAP. Looking to leverage my knowledge and experience into a role as Executive Assistant.

## Work experience

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Zamco Foods  
INVENTORY EXECUTIVE

May 2022 — Present

Highly motivated and accomplished Inventory operations with a solid track record of performance. Key strengths include ability to meet and subceed stock targets, a knack for managing on-time reports and the ability to maintain productivity levels.

### Tasks

- Manages Inventory tracking system to record deliveries, shipments and stock levels using SAP software.
- Evaluates the product levels to improve inventory control procedures.
- Analyzes daily stock levels to anticipate inventory issues.
- Auditing – (i.e) Month-end, Mid-Level, 80:20, Surprise Auditing

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## PREVIOUS WORK EXPERIENCE

T.Choithram & Son's L.L.C  
LOGISTICS ASSISTANT

NOV 2015 — June 2018

### Tasks

- Hands on experience in monitoring order cycles and supply requisitions.
- Check invoices against service requests and verify invoices.
- Process logistics requests from various management source
- Manage paperwork associated with shipping duties.

### Tasks

- Educate students in a numerous technical and information technology.
- To develop and foster the learner's creativity and problem solving, along with both independently and collaboratively.
- Teach students about the principles of technology and planning lessons and activities that facilitate students' acquisition of basic and advanced computer skills.
- Keep records of grades, grade papers and perform other administrative duties as needed.

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## Educational Qualification

B.Ed(Computer Science) P.S.R College of Education, Sivakasi.	2012-2013	74%
M.Sc (Computer Science) Thiagarajar College, Madurai.	2010-2012	70%
B.Sc(Computer Science) N.M.S.S.V.N.College, Madurai.	2007-2010	72%

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## COMPUTER SKILL

- \* Well versed in SAP, MS Package and Efficient in Internet & Email.
- \* Experienced in MS Excel – Vlookup, Pivot table, Hyperlink
- \* Installation and Configuring of various types of operating system and software.

# RECOGNITIONS

- \* Presented in the State level paper titled “Cloud Computing”.
  - \* Participated in the National level workshop on “Emerging Trends in IT”.
  - \* Participated in the State level seminar on “Convergence of Technologies in IT”.
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# PROJECTS

- \* UG Project  
GAS AGENCY CUSTOMER MAINTENANCE (10/2009 - 03/2010)  
**Saroja Gas Agency, Madurai**
  - \* PG Project  
HARDWARE TRACKING SYSTEM (10/2011 - 03/2012)  
**TVS Sri Chakra Ltd, Madurai**
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# LANGUAGES

- \* Tamil  
Fully Professional Proficiency
  - \* English  
Fully Professional Proficiency
  - \* Malayalam  
Professional Working Proficiency
  - \* Hindi  
Ability to understand
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# INTERESTS

- \* Net Surfing
- \* Social Media
- \* Reading Books

## PERSONAL BACKGROUND

Name	M.P.Saradagayathri
D.O.B	16-07-1990
Sex	Female
Marital Status	Married
Husband's Name	C.Anandhan (Pharmacist)
Nationality	Indian
Languages known	Tamil, English, Malayalam& Hindi
Phone number	6369231625 9994872148, 9952505915
Address	28/2 Aruppukottai Main Road, Near Atchayam Silvers, Villapuarm, Madurai - 12.

## Declaration

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The above information is true and correct to the best of my knowledge and trust that my qualification will meet your consideration.

Date:

Place: Madurai

Yours regards,

(M.P.Saradagayathri)