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**CURRICULUM VITAE**

**Education – MBA**

**Nationality: Indian**

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| **OBJECTIVE:** |

I am looking for a challenging position in an industry where I can utilize my Knowledge, abilities and skills that I have gained during my academic life for the growth of my career and that of the organization.

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| **Career Profile:** |

Energetic, dependable individual with 6+years’ progressive experience in construction and manufacturing company.

Conversant with handling store functions to ensure smooth working conditions.

Well-versed Full knowledge of Store & Purchase work

Worked in ERP and Tally software. Good command of Excel and MS Word.  
MIS Report & Reconcile every month / Quarterly & Monthly of all Raw material / Shuttering / Steel /Cement / Diesel / All equipments spare parts and General consumable items.  
 Receive & Issue Equipments Spare, General & Shuttering Materials, Steel, Cement and HSD and Raw Material in setting priorities for self and for the store team.

Maintain store inventory, raising indents for required items.  
 Perform the process of issuing material and receiving material.  
-Maintain the stock of items orderly as per bin card and keep supporting vouchers for payment.

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| **Professional Qualification :** |

**M.B.A from** AGCETCollegeof engineering and technology (Jntu University)

Year: 2007 – 2009.

Aggregate: 77 %.

**B.sc** from Aditya College (viswa Bharathi University)

Year: 2003-2006

Aggregate: 65%

**Technical skills**

* **Operating systems –** Windows 98 / 2003 / XP /7.
* **Software courses –** MS OFFICE2007, Tally erp9**.**

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| **Experience: 9th April 2012 – 31st January 2016** |

Assistant Manager - stores- April 2012 – January 2016

COPMANY NAME: International Ltd, (GMR Group).

Project title:International Modernized Airport Project at Maldives.

* **Key Responsibilities Handled:**

All stores reports are working in Tally ERP-9 software. Maintaining store inventory, reconciliation of stock physically and computerized. Make MIS report. Handled 15 no’s of staff’s in store and purchase dept. also Knowledge of Store and Purchase dept. works. Obtain requirement of items from the technical and other departments. Perform the process of issuing material and receiving material. Maintain the stock of items orderly as per bin card and keep supporting vouchers for payment. Maintain a record of all the activities done regarding the stock of items. Reconcile the stock of items with accounts regularly.

* **SPECIAL EXPERT:**   
  Full knowledge of Store & Purchase work. Worked in ERP and Tally software. Good command of Excel and MS Word.  
  - MIS Report & Reconcile every month / Quarterly & Monthly of all Raw material / Shuttering / Steel /  
  Cement / Diesel / All equipments spare parts and General consumable items.  
  - Receive & Issue Equipments Spare, General & Shuttering Materials, Steel, Cement and HSD and Raw Materials.  
  - Stock material or spare parts issued through FIFO, LIFO & AVERAGE PRICE or WEIGHTED AVERAGE system.  
  - Maintain store inventory, raising indents for required items.  
  - Perform the process of issuing material and receiving material.  
  - Maintain the stock of items orderly as per bin card and keep supporting vouchers for payment.

• Oversee store operations including merchandizing and inventory  
• Manage customer services and administrative aspects of the job  
• Monitor sales benchmarks  
• Train employees for customer management duties  
• Prepare and transmit daily bookkeeping  
• Manage daily banking duties

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| **Experience: March 2009 - March 2012.** |

**Stores In-charge – March 2009 - March 2012.**

**COPMANY NAME: pvt ltd food division Abhiruchi foods**.

Mallipudi, Andhra Pradesh, INDIA.

**Key Responsibilities Handled:**

• Receive, distribute and maintain adequate quantities of stocks at all times;   
• Maintain optimal stock levels;   
• Inform the purchase department well in advance about the items that reach the re- order level to order from supplies;   
• Review physical inventories periodically;   
• Maintain stock and consumption records;   
• Check incoming materials for quality, and quantity against invoices, purchase orders and packing slips or other documents;   
• Make clear notes on the receipt of the items against each invoice;   
• Keeps and updates records of good received and issued;

• Compiles report of expenditure, and monthly stock report;   
• Disposes of expired and waste stock according to the current procedure;   
• Perform related duties and responsibilities as assigned;   
• Promote inventory related awareness programs.

• Assume store manager responsibilities.

• Greeted customers and guided them appropriately  
• Offered exemplary customer service to every customer by meeting their requirements while completing their order  
• Maintained cleanliness of equipment  
• Stocked, rotated, blocked and maintained merchandise on shelves

**Personal Profile:**

Date of Birth **:** 15th Aug 1984.

Sex **:** Male.

Marital Status **:** Unmarried

Nationality **:** Indian.

Religion **:** Hindu.

Languages Known **:** English, Hindi, Tamil and Telugu.

**First Name of Application CV No:** **1657128**

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