Maheswara

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**CareerObjective:**

I consider myself a proactive individual with exceptional customer service, sales and interpersonal skills I have a flexible approach to work and understand the importance of providing quality professional services through the company that I may represent, along with the confidence to make important decisions and the Ability to exchange, analyzes, and interprets correct information.

**EducationSummary:**

Bachelor of Computer Science in Computers) (Bsc) –Andhra University – Andhra Pradesh

**Work Experience:**

**October 2012 – November 2016, Store In charge, Lancet Labs, Chennai India**.

**Duties and Responsibilities**

* Generating purchase requisition as per the Site requirement.
* Continuous following up with purchase team for the said requisition to facilitate the early preparation of purchase order.

 Following up with Suppliers for the delivery of materials base on correct time requirement.

* Checking the quantity and receiving the materials as per the LPO/Letter of Order.
* Housekeeping-proper arrangement of material according to its importance.
* Discussing& checking with the QC engineers about the quality and specification of received materials.
* Making the MIR (Material Inspection Report) for consultant.
* Making the SRV (store receipt vouchers) on a daily bases.
* Issue the materials as for the project manager’s instruction.
* Maintaining daily updates in ERP system.
* Prepare Material storage list of all areas of projects.
* Making request for plant& machineries as per project manager’s request.

**Company: Lahej& Sultan**

**Working: Emirates NBD**

**April 2007 – August 2011 Dubai, UAE**

**Position: Office Assistant**

* Assisting the office staff for filing, office organization and delivery of documents.
* Dealing with queries or requests from the visitors and employees.
* Collection and distribution of faxes, letters, mail etc.., and distributing to the concerned staff with the various departments.
* Collecting and distributing couriers &/or parcels among employees and opening/sorting emails.
* Collection and delivery of cheques, policies and document forms to various clients, brokers and suppliers.
* Provide assistance with photocopying documents, sending faxes and maintaining all policies, Customers and other departmental files in good order and ensure all are returned promptly and

**Professional strengths:**

* Comprehensive knowledge of Purchase and Store activities.
* Excellent mathematical, logical and reasoning skills.
* Knowledge of computer applications Microsoft office, adobe photoshop
* Possess excellent presentation and communication skills.
* Ability to work efficiently in a team and handle multiple tasks

**Declaration:**

I hereby declare that all statements in the application are true, complete and correct to the best of my knowledge and belief.