CURRICULAM VITAE

**RAJASHEKHAR**

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**Career Objective.**

With a solid 7 years of experience in Material Coordinator cum & Logistics , I have developed into a self-motivated, dedicated and thorough professional who also has a keen understanding and trained competence in working with people. To pursue my interest in Material Operation in a challenging work environment to achieve organizational objectives by effectively utilizing my knowledge and skill and to embark a successful career in Logistics and Store Material As an Material Coordinator professional and commerce graduate, I am proficient in all Store for Materials jobs up to finalization. This includes Materials Controller Store In charge, Where house Forman, and Procurement Supply Chain like Logistics Operation filled Oracle ERP, 9.3& 6.3 MS. Excel

I know it’s just a start of my long journey in my career in which I can put to use by displaying more professionalism, hard work, responsibility and dedication.

**Summary of 7 years Experience:**

Performs Material Coordinator & Logistics, Where house, Computer operator duties which require systematic skills. Responsibilities: Include taking vehicles , materials, accounts and logistics, coordinating departmental affairs as effective and efficiently as possible, creating a productive and pleasant work environment.

**Working Profile:**

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| --- | --- | --- | --- | --- |
| **Sl. No** | **Designation** | **Company Name** | | **Period** |
| **1** | Material Coordinator  (MEPCO - ERP) | RCI Logistics Pvt. ltd | | 12-Augest-2014 to 25-Nov-2016 |
| 2 | Material Coordinator  (MECHNICAL,ELECTRICL,PLM,OIL – ERP ) | DynCorp International Company LOGCAP – IV  In AFGHNISTAN , Base Kandahar | | 26-November-2012 to May-2014 |
| 3 | Material Coordinator  (WHEREHOUSE-OIL,FULE- ERP ) | KBR Company in LOGCAP- III in IRAQ,  Base in Bagdad | | 25-Augest-2010 to 26-May-2011 |
| 4 | Material Coordinator  (MEPC-OIL,FULE ) | NCL Industries Ltd. (Cements and Bison Boards Manufacturing ) Hyderabad, India | | 15-Jun-2011 to 23- August -2012 |
| **5** | Computer Operator  (OFFICE-SAP ) | India Info Line Ltd.  Marketing, in Metpally, India | 11-Jun-2009 to 29-July-2010 | |

**Job Profile:**

## Material Coordinator:

* Material Coordinator is Responsible for assisting with rental and construction with Relationship.
* Receiving - Expedite discrepancies upon request - Deliver received materials.
* Unloading trucks - Detailed checking of material
* Matching of material to packing slips.
* Tagging and identification of material.
* Preparing receiving reports - Investigating discrepancies - Notifying end users of arrival of material - Filing documents - Posting of inventory receipts to computer - Copying documents and distribution of documents to accounting.
* Packaging items or material - Arranging shipping - Preparing bills of  loading and freight way bills - Loading trucks - Forwarding documentation to accounting.
* Examining documents, materials, or products and monitoring work processes to assess completeness, accuracy, and conformance to standards and specifications.
* Materials used, or customer information, so that status reports can be completed.
* Provide documentation and information to account for delays, difficulties, or changes to cost estimates.
* Supporting the customers at the help desk.
* Entry the bills in computer daily.
* Sell materials and take cash and give bill receipt.
* Bring stock form courier or transportation.
* Receiving stock in proper view means without any damage
* Count the stock weekly basics.
* Arrange stock in proper view in store room.
* Inspects, counts and stores of materials.
* Sending stock or materials to other branch
* Sending documents, covers, parcels, and to other branch
* Receiving stock and count the stock and arrange stock at proper place or floor.
* Preparing the daily, weekly and monthly reports
* Performs the inventory as assigned by the manager..
* Arrange the forms in good condition.
* Preparation Stock Register
* Preparation Correspondents Letters.
* Preparation other Reports both manual and system.
* Preparation all documents in Ms-word, Ms- Excel, Ms- PowerPoint.

###### Responsible for entire office administrative work

###### Internal PO processing to HO Sales co-ordinate

**Educational Qualification:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No** | **Name of The study** | **Name of the Board / University** | **Year of the study** | **Percentage of marks** | **Division** |
| 1 | B.com | Govt. Degree College Korutla, Kakatiya University | 2009-12 | 65.33 | First |
| 2 | Intermediate | Govt. Jr. College, Metpally. Board of Intermediate A.P | 2007-09 | 87.22 | First |
| 3 | S.S.C | Sri Vasavi High School, Metpally Board of Secondary Education A.P, Hyderabad | 1994-07 | 72.12 | First |

**Computers (Technical) Skills:**

* Completed the course in computer: DCA, PGDCA, PHOTOSHOP Internet concepts,
* Ms-Office 2004, 2007 & 2010.
* Accounting packages: Tally 6.3&9.3 Oracle ERP
* PageMaker, Corel Draw**.**
* Operating Systems windows XP, Windows7, Windows 8

**Hardware (Technical) Skills:**

* Installing, Configuring and updates Microsoft Operating Systems
* Partition and formatting of hard

**Personal Strength:**

* Having positive proactive approach to work
* Good communication and interpersonal skills
* Self motivated, persuasive, goal oriented.
* Flexible in approach as well as learning
* I am faithful and honest. i learn from my mistakes
* Hard working nature - suits with timings and situations of the work
* Capable of initiating new ideas and self-learning
* Able to undertake any computer related work
* Well versed in using internet and e-mail.

**PROFFESSIONAL BACKGROUND:**

DISCHARGE CERTIFICATE FOR THE FOLLOWING

* Physical training
* Higher Typist
* OSHA Training Certificate
* Container Handling Certificate
* LOGCAP IT Certificate
* 24 Hours Hazherdous Training Certificate
* Excellent Communication skill both Oral and Writing
* HIV/AIDS awareness
* Fire fighting skills
* Encourage team work
* First Aid Skills
* Guidance and counselling skill
* A good Team Leader
* Excellent Communication skill both Oral and Writing

**Personal Profile:**

Date of birth : 09th August 1991

Place of Issued : Hyderabad, India

Languages known : English, Hindi, Telugu, Marti, & French

Hobbies : Chess, Charitable Works

Listening to gospel music

**Declaration:**

I here by declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information found false or incorrect or ineligibility being detected or after the interview, my candidature will stand cancelled and my claimed for the recruitment forfeited.