CURRICULUM VITAE

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**Objective:**

Overall more than 5 years of experience in the area of **“’Store Keeper cum Administrator”**in India, I would like to be a part of an Organization which not only give me an challenging work culture but also gives me an Opportunity To utilize my professional expertise to add value to the growth of an organization & its Profitability.

**Academic Back Ground:**

* **Intermediate**

Institute **:** St. Joseph Junior College, Hyderabad.

Specialization **:** CEC (Civics, Economics &Commerce)

* **SSC**

Institute **:** St. Gabriel’s High School, HyderabadYear (2013).

Specialization **:** SSC (Secondary School Certificate)

**Technical Qualifications:**

**Operating System** **:** Windows 98, 2000, XP,Windows7& 8

**Packages** **:** Microsoft Office Latest Edition (D.C.A), PGDCA, Excel, MS- Word.

**Work Experience:**

1. **Telangana.**

**As aCentral Store Keeper Cum Administrator:May-2014 to Sep 2019.**

***Job Responsibilities Performed****: - As A Store keeper I was independently Managing a Chain of Stores Across Telangana, Responsible to Manage the materials in Stock as per the specific sites requirement & ensure to deliver the material in stock in accordance with the company policies & compliance.*

* Getting the request from sales team for stock availability.
* Arranging the material as request by sales team for particular client.
* Posting delivery note in ERP software.
* Follow up deliveries from suppliers which purchase order received from purchase team.
* After receiving the material from supplier need to cross check the material with purchase order.
* Posting GRN (Good Receipt Note) in ERP software after exact material received from supplier.
* Responsible for stock various reports and stock reconciliation.
* Responsible for store maintenance.
* Need to schedule drivers properly according work structure.
* Submitting the stock reports monthly to accounts, purchase and sales team.
* Train and supervise the work of other members of staff.
* Posting Material Issue Voucher (M.I.V)&MTM’s (Material Transfer Memo)
* Preparing Goods Received Note (GRN) as for the MRV for Central Store and Site Sub Stores Materials.

**Skills & Strength:**

* Easily Adaptable to the situations.
* Good Communication and Inter Personal Skill.
* Hard Working &Self-confidence, willingness to learn.
* Zeal to learn new things, ability to master them with easy and a flair for creativity.
* A Very good self-starter in learning and implementation.

**Personal Details:**

**Nationality : INDIAN**

**Date of Birth : 29th/October/1988**

**Place of Birth : Hyderabad, India**

**Marital Status : Single**

**Languages Known : English, Hindi**

**Visa Status& Validity : 3 months Visit Visa.**

**Preferred : Flexible anywhere in GCC.**

**Declaration:**

*I hereby declare that the Information mentioned above are TRUE to the Best of my Knowledge & Ability, Request you to Kindly contact me on the above contact details to discuss more upon my Work Experience.*