

RESUME

GATLA SAI KUMAR
H.No:7-1-621/537,SRT-211,
B.k.Guda,S.R.Nagar.
Hyderabad
PIN:500038.

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CAREER OBJECTIVE:

To work in a quality based environment where challenges are taken as responsibilities and translated in to creative, productive and innovative actions and seeking a challenging career.

EDUCATIONAL QUALIFICATION:

Examination Passed	Discipline/ Specialization	Name & Location of School/College	Board/ University	Year of passing
Bcom	Commerce	New Science Degree College at Ameerpet.	Osmania University	2012
Intermediate	OA (VOCATIONAL)	New Govt junior college, YMCA,Secunderabad.	Board of Intermediate	2009
SSC	SSC	Parveen high school, SanathNagar.	State Board	2007

TECHINICAL SKILLS:

Computer skills

- **Packages** : **M.S.Office.**
- **Typing** : **35 wpm**

STRENGTHS:

- Self Motivated.
- Adaptable.

HOBBIES & INTERESTS:

- Playing Cricket.
- Watching movies.

WORK EXPERAINCE :

- Completed one Year Apprentice Training in BDL (Bharat Dynamic Ltd) company as a Office Assistant at Kanchanbagh, Hyderabad.
- 4+ years experience in CRI Pumps Pvt Ltd Company as a Warehouse Assistant at Bowenpally, Secunderabad.

- 2+ years experience in NCL Buildteck Ltd Company as a Go down Assistant at Moosapet, Hyderabad.

Rolls & Responsibilities:-

- Supervision of Incoming and outgoing stocks into the warehouse.
- Visual inspection of stock received for damages.
- Maintaining complete records, Citrix entries for Stock inward.
- Proper storage as per stacking norms.
- Requisition for vehicles accordingly and co ordination with Logistics head for the same.
- Coordination and communication with Dealers, division regarding dispatches.
- Maintained defective goods prepared MRN (Material Receipt Note) report send to service centre or factory.
- Generate Dealers Material Bills, Prepared Waybills.

PERSONAL PROFILE :

Name	:	GATLA SAI KUMAR
Father Name	:	GATLA PRABHU
Date of birth	:	05-05-1990
Marital status	:	Single.
Nationality	:	Indian
Languages known	:	Telugu, English and, Hindi.

DECLARATION:

I hereby declare that all the particulars stated above are true to the best of my knowledge and belief.

Date:

(G.SAI KUMAR)

Place: HYDERABAD