CURRICULUM VITAE

P. Nagakoteswararao D.no: -4-24/1,

Punuru Village,

Yeddanapudi Mandala,

PrakasamDist,

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# OBJECTIVE

Looking for an environment, whichisconductiveforaprofessionalandpersonalgrowth.Lookingforchallenges, which would denrichm y technical knowledge and inter personal skill.

# EDUCATION

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| --- | --- | --- | --- |
| Qualification | Institution | Year ofPassing | Percentage |
| Material Management | **Diploma** in **Management**  **MIT PUNE.** | 2022 | 75% |
| M.B.A(Finance and Marketing) | CHAITANYA INSTITUTE OFENGINEERING&TECHNOLOGY  Rajahmundry,A.P | 2012 | 65% |
| B. Com(Computers) | S.S.N Degree College. Ongole ,A.P | 2010 | 55% |
| Intermediate | G.R.C Junior College. Martur Prakasham Dist, A.P | 2007 | 66% |
| SSC | G. K&M. K Z.P. High School .Punuru . Prakaasham Dist. A. P | 2004 | 65% |

**WORK EXPERIENCE DETAILS**

* Karthikeya Infrastructures work Experience Store Site Supervisor (2013-2015) civil work road.
* Working as an Asst. Store in M/s. Shapoorji Pallonji & Co. PVT.LTD, GUNTUR (A.P.) from March 2016 to 2018. (WATER LINE) PROJET COST 963CR.
* Working as an ‘executive”m2 store in M/S.MEGHA ENGINEERING&INFRASTRCTURESLTD (Maharashtra) from 2018 to 2019 till (road line) msrdcpkg17project cost 365cr.
* Working as an ‘executive”m2 store in M/S.MEGHA ENGINEERING& INFRASTRCTURESLTD. (Karnataka) 2019 to 2020 TOTILL PROJET COST 1600CR. Work on Waterline.
* Presently Working as an NCC COMPANY STORE OFFICER RANK FROM 2020 TOTAL PROJETCOST 1200CR. (Uttar Pradesh).

# ROLE AND RESPONSIBILITIES:.

* Manage Inventory Requisition, Purchase Order Receipts Material Received Register (MRR) Storage Dispatch and Inventory control.
* Manage Avery Monthly Store Audit.
* Management Of Store Staff
* Preparation Of MRN, MIN (MATERIAL RECEIPT NOTE, MATERAIAL ISSUE NOTE) Material Management Software.
* Preparation Monthly Store Reconciliation Statement.
* Responsible For Preparing to Purchase Order And GRN, MRN.
* Responsible for Obtaining goods’ Receipt Not GRN and Forwards the Bills to Account Dept.
* Responsible for To Ensure Proper Co-Ordination and Good Relationship with Other Department.
* Executing All Day-TO-Day Stores Function as Per the SOP (STANDARD OPERALING PROCEDURE)
* Maintain Store Stock Register, Assets Stock Register.
* Handling All Type of Raw Material EX (AGGREGATE, RIVER SAND, CEMENT, STEEL)
* Handling Of All Machinery and Vehicle Spare Parts Inventory.
* Make a Daily DPR and Given to Project Manager.
* Maintain Minimum Stock Level of all consumables.
* Review of store function DPR/ERP feeding status site on daily basis.
* Maintain all store reports is manual and ERP Software.
* Overall responsibility for all store dispatch purchase function.
* Preparation of all documents stores internal and external auditing.

# TECHNICALSKILLS; -

* MS-Office, MS-Excel, MS-Power Point.
* STORE Material Management module (Mega Engineering & Infrastructures).
* ERP Material Management Module.

# EXTRACURRICULARACTIVITIES;-

* ParticipatedinvariousEssay-writingandQuizcompetitionsetc.inschooland college
* Good Sportsman
* Participated in any inter and intra School &College Cultural events.

# PROCUREMENT;-

* Research potential vendors.
* Compare and evaluate offers from suppliers.
* Negotiate contract terms of agreement and pricing.
* Track orders and ensure timely delivery.
* Review quality of purchased products.
* Enter order details (e.g., vendors, quantities, prices) into internal databases.
* Maintain updated records of purchased products, delivery information and invoices.
* Prepare reports on purchases, including cost analyses.
* Monitor stock levels and place orders as needed.
* Coordinate with warehouse staff to ensure proper storage.
* Attend trade shows and exhibitions to stay up-to-date with industry trends.

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# Requirements and skills; -

* Proven work experience as a Purchasing Officer similar role.
* Good knowledge of vendor sourcing practices (researching, evaluating, and liaising with vendors).
* Hands-on experience with purchasing software (e.g., Procurify or SpendMap).
* Understanding of supply chain procedures.
* Solid analytical skills, with the ability to create financial reports and conduct cost analyses.
* Negotiation skills.

# RELEVANTSKILLS;-

* Ability to identify the problem area, solve them and produce the results.
* Ability to monitor and guide the people to best of my knowledge.
* Enjoying working in time bound crisis situation.

# PERSONALPROFILE

Date of Birth : 22 -7-1989.

Father Name/Profession : Gurunadham. P.

Languages Known : English, Telugu, and Hindi.

Marital Status/Sex : Single/Male.

Nationality : Indian.

# DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge.

Date: 27.09.2023

Place: PUNURU (NAGAKOTESWARARAOP)