**SUMMARY:**

* Good time management, communications, decision-making, leadership and planning skills with the ability to learn quickly and multi-task in a fast paced environment.
* Development experienced in Photo Shop, MS Office.
* Good analytical skills to understand and adopt domain knowledge.
* Responsible for other duties as needed.

**Key Skills:**

* Good communication skills
* Problem solving skills
* Commercial awareness
* Ability to motivate others
* Team working skills
* Good knowledge of construction and finishing works

**Technological skill profile:**

* **Database:** MS-Access, Microsoft Office.

**Achievements:**

Admin & Stores Manager with 5+ years of experience in Sunrise HVAC Products & Services Proven record of achievement, consistently exceeding company goals and expectations

**Education**

* B.Com General from Osmania University

**Work Experience:**

1. **Manager Admin & Stores :** Sunrise HVAC Products & Services from 1st January 2019 to till date
2. **Site Admin Manager:** Modi Builders & Realtors Pvt.Ltd , Hyderabad from April 2016 to 30th June2018
3. **Asst Admin manager:** Namasthe telagana daily news paper from October 2012-april 2016
4. **Zonal Head** : Andhra Jyothi daily news paper from September 2003-october 2012
5. **Team leader** : Vaartha daily news paper from August 1999-septermber 2003

# Job description:

* Vendors follow up, AMC renewals
* Purchasing materials from principal companies as per PO
* Coordinating with principal companies for material follow up and dispatching it customers on time
* Arranging transports on time
* Planning and execution of workers for proper dispatches
* Material planning for different projects, Follow up for materials on time
* Planning the weekly and monthly building material.
* Official Email’s and what’s app communication with principal companies
* Managing & Arranging contractors for site
* Maintaining inward and out ward registers, issuing gate passes for material
* Taking approvals from head office
* Coordination / Daily site visits for site activities
* Attending weekly meeting with HO for site issues
* Interacting with contractors for labour and work allotment
* Interacting with Customers for complaints and possessions
* Work allotment on priority basis
* Maintaining stores
* Preparing MRN’s, Stock Maintenance
* Local purchases & negotiation of materials as per HO instructions

**Typical work activities:**

* Supervising and overseeing the direction of the project.
* Ensuring that the client’s specifications and requirements are met, reviewing progress
* Coordinating and supervising construction works
* Making safety inspections and ensuring construction and site safety
* Checking and preparing site reports.

**PERSONAL DETAILS:**

Name : CH. GOPI KRISHNA

Father Name : CH. SATHYANARAYANA MURTHY (Late)

Date of Birth : 15th June 1982

Languages known : Telugu, Hindi and English

Permanent Address : A.S. Rao Nagar,

Hyderabad-500062

**Declaration:**

I hereby declare that the above mentioned information is correct and true to the best of my knowledge.

Date:

Place: (CH. GOPI KRISHNA)