

## CURRICULUM VITAE

P. Nagakoteswararao D.no: -4-24/1,  
Punuru Village,  
Yeddanapudi Mandala,  
PrakasamDist,  
Mail: nagapallamalli4@gmail.com  
Pin code no: -523169,

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### **OBIECTIVE**

I want to succeed in a stimulating and challenging environment that will provide me with advancement opportunities. I want to excel in this field with hard work, perseverance, and dedication. I want a highly rewarding career where I can use my skills and knowledge for organizational and personal growth.

### **EDUCATION**

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	68%
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	69%

### **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) msrdcpg17project 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 PROJETCOST1200CR. (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, DUST, BRICK'S)
- 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.
- 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.

**TECHNICALSKILLS: -**

- MS-Office, MS-Excel, MS-Power Point.
- ERP Material Management Module.

**EXTRACURRICULARACTIVITIES: -**

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

**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.

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**DECLARATION**

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

Date:14-03-2024

Place: Banda,U.P

(NAGAKOTESWARARAOP)