curriculum vitae

**GOLKONDA KHAJAVALI**

Mobile: +91-9573977660,9182395671.

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 **CARRER OBJECTIVE**

Looking for a career where I can enhance my technical as well as presentation skills which will enrich my knowledge and promote growth for the company.

 **RESUME HEADLINES**

•         Completed M.B.A (Finance)

**PROFESSIONAL AND ACADEMIC QUALIFICATIONS**

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| --- | --- | --- | --- |
| **COURSE** | **INSTITUTION** | **UNIVERSITY/BOARD** | **YEAR OF PASS** |
| M.B.A (Finance) | ST.Augustine PG College | Osmania University-Hyd | 2015 |
| B.com | Little Flower Degree College | Osmania University-Hyd | 2013 |
| Intermediate(O.A) | Govt Jr college | Board of intermediate Education ,A.P | 2010 |
| S.S.C | Z.P.(Boys)High School | Board of S.S.C,A.P | 2007 |

 **ACADEMIC PROJECT DETAILS**

•         Company Name                      :Ultratech Cement Limited,Hyd

•         Topic                                       :Inventory Management

**WORK EXPERIENCE**

• **BSCPL Infrastructure Ltd, as a Jr.Executive Stores -Accounts From June 2014 to Oct 2018.**

• **Sneha Farms Pvt Ltd as a Purchase Executive 07-02-2019 to 08-12-2020.**

•  **MAX Infra(I) Ltd (Tunnels) as a Store Executive 03.05.2021To till to date.**

**JOB PROFILE**

 •Stock Inward & Outward Registers and performing daily physical stock verification.
• Stock Ledgers, MIN (Materials Issue Notes), MRN (Materials Return Notes), MTN (Materials •Transfer Notes), Movement Registers, GRN and Reject Material Memo Reports.
• MIS Reports (daily, weekly & monthly basis).
• Supervising loading & unloading activities in an efficient way .
• Creating & maintaining records based on materials outflow & inflow..

**TECHNICAL SKILLS**

•     **Packages**                             : MS Office,Etc**.**

**•    Operating Systems               :**Windows.•

• **Accounting Packages:** SAP-Material Management-,Tally erp9.(Accounts-Stores) ,Focus.

**PERSONAL MEMORANDA**

•         Father’s Name : Badesb(Late)

•         Date of Birth : 21-05-1992

•          Present Address :  # 1-87.Tellapadu( (PO) (V)Kalasapdu ( M) Kadapa(D) Andhrapradesh-

: 516217 .

•         Nationality : Indian

•         Religion : Muslim

•         Sex  : Male

•         Marital Status             : Married

•         Languages Known : English & Telugu,Hindi

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

Place:

Date:                                                                                  **G.Khajavali**