

Curriculum Vitae

NAIDU RAJESH,
S/O CHINNA RAO,
CHINNAKEDARI (VILLAGE)
NARASINGAPALLI (POST)
TEKKALI (MANDAL)
SRIKAKULAM (Dist)
PIN CODE: 532201

Mobile No:- +91 7337013867

Email Id:- naiduraajesh77@gmail.com

Career Objectives:-

- ❖ Aspiring for Significant and Challenging Career
- ❖ To Make Outstanding and Mind-Blowing Job
- ❖ Accumulating New Concepts and Knowledge
- ❖ To Work In Professional Environment Where I Can Contribute My Self And Enrich MySkills

According And To Work Achieving The Organizational Goals.

Academic Qualifications:-

S.No	Examination Passed	Year Of Passed	Board/University	Subjects	Percentage
1	S.S.C	March -2010	Board of Secondary Education		85%
2	Intermediate	March -2012	Board of Intermediate Education	M.P.C	75%
3	BSC	March -2020	Andhra University	M.P.Cs	65%

Technical Qualification:-

- MS Office
- English Type Writing
- Internet Concept

Experience:-

1. I was worked as **Store Supervisor Cum Computer operator** in Paramount Granites from 2 ½ Years in Tekkali
 - Receive goods and verify these goods against the purchase orders by taking into account the quantity and quality of the received products.
 - Responsible for all aspects of the receipt, storage, movement, supply and security of Material within area of responsibility
 - Developing staff, mentoring, coaching.
 - To get involved in performance management of associates.
 - Verification of Work Contractor Bills, Manpower Bills, Transporter Bills and Sending To Head Office for Payment Processing.
 - Preparation of Raw Material Stock Statement and Other Reports.
2. I was worked as **Store Audit Executive** in cell point Pvt Ltd in vizag from one year
 - Verifying transactions, Stock Checking and Analyzing Financial documents.
 - Conduct Internal Audit and Identify Internal Controls, Review functional process gaps.

Personal Details:-

Name	:	NAIDU RAJESH
Father's Name	:	CHINNA RAO
Mother's Name	:	LAKSHMI
Gender	:	Male
Date of Birth	:	28-01-1993
Nationality	:	Indian
Religion	:	Hindu
Strength	:	Knowledge and Confidence in Me
Marital Status	:	Married
Ambition	:	To Become A Good Job Holder
Hobbies	:	Reading Books and Plying Cricket
Languages known	:	Telugu
Addresses	:	NAIDU RAJESH, S/OCHINNA RAO, MAIN STREET, CHINNA KEDARI (VILLAGE), NARSINGA PALLI (POST), TEKKALI (MANDAL), SRIKAKULAM (DIST), ANDHRAPRADESH – 532201,