

Curriculum vitae

J.Praveen Kumar
Sramika nagar,
Chinagantyada,
Gajuwaka,
Visakhapatnam

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Career Objective:

Seek to work in an environment that will challenge me further; while allowing me to contribute to the continued growth and success of the organization. Obtain a position that will provide me the ability to apply my sales and work experience to a growing industry. Look forward to working with a company that promotes quality products and services; and provides me with the opportunity to meet and exceed assigned sales goals

Educational Qualifications:

- Completed Board of intermediate in Sri Chaitanya junior College from Gajuwaka, with aggregate (69.9%) in 2013.
- Completed Schooling in A.V.K Comp-tech School from Sriharipuram aggregate (81.1%) in 2010.

Work Experience:

CUSTOMER SERVICE EXECUTIVE:

- Worked as a customer service executive at Future retail ltd (Big bazaar) In the period of July 2015 to May 2018.

Roles and Responsibilities:

- Maintain Credit notes data & Returns in excel and physical copies for Audit
- Tele-calling to customers for CRM (Complaints)
- Enrolling the Priority club Cards and Maintain data Based on enrollment
- Making Announcement for Instore offers

WARE HOUSE MANAGEMENT TRAINEE:

- Worked as a warehouse trainee at medequip healthcare llp In the period of May 2018 to Nov 2018.

Roles and Responsibilities:

- Maintaining stock in & out from the warehouse
- Stock audit on Daily Basis
- Maintaining Petty-cash amount
- Dispatching Stocks to various locations based on orders
- Loading and unloading the containers

LOGISTICS TEAM MEMBER

- Worked as a logistic team member at future retail ltd (Big bazaar) In the period of Nov 2018 to Jan 2020.

Roles and Responsibilities:

- Receiving stocks from different vendors on daily basis
- Checking the courier received stock and maintain MRN (Material rejection note) and issuing to vendors
- Stock inward and outward filing invoices for Audit purpose
- Follow up the vendors for stock requirement

RECEIVING ASSOCIATE

- Worked as a Receiving associate at Walmart pvt ltd in the period of July 2020 to Sep 2021.

Roles and Responsibilities:

- Receiving stocks from different vendors on daily basis
- Checking the courier received stock and maintain MRN (Material rejection note) and issuing to vendors
- Stock inward and outward filing invoices for Audit purpose

- Follow up the vendors for stock requirement
- Checking stock position and providing appointments

ATL FOR OUT-BOUND DELIVERIES

Worked as a Assistant team leader for out-bond operations at Walmart pvt ltd In the period of Sep 2021 to Nov 2022.

Roles and Responsibilities:

- Dispatching the received online with bill and Raising LR's for dispatched orders
- Loading and un-loading vehicles
- Raising way bills if required for high value amount(>50k)
- Handling return stocks and handover to store team
- Maintain data of every day deliveries, Return, orders in excel format
- Handling Cash on deliveries and submitting the cash to cash office
- Closing Service request complaints on time
- Closing the reports (delivery fields, credit solutions) on time

OFFICE ADMIN

Worked as office admin at ELE-CON Engineering in the period of Nov 2022 to till now.

Roles and Responsibilities:

- Preparing Budgetary Quotation for the Tenders
- Preparing Invoices for items delivered
- Maintaining man-power data
- Preparing letters for Bank Guarantee, Requesting gate pass letters etc.
- Tender Documents preparation
- Preparing Purchase orders based on the requirements

Technical Skills:

➤ Operating Systems : windows2000, 03, 07, 08, Microsoft excel, SAP,CRM
Fareye, Flori app.

Personal Profile:

Name : J.Praveen Kumar
Father's Name : J.Ramarao
Date of Birth : 30.07.1996
Nationality :Indian
Religion : Hindu Marital
Status : Un-Married
Languages Known : Telugu, Hindi & English

Date :

Place : Visakhapatnam

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