

Elupula Kiran Kumar

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CAREER OBJECTIVE:

Organized and experienced storekeeper, expert in maintaining the flow of goods to ensure accurate merchandise inventory.

PROFESSIONAL SYNOPSIS:

10 years of experience in Industries and Academic:

- 2+ years' experience as Store Executive in Hyquip System Limited, Cherlapally Hyderabad.
- 2+ years' experience as Store Assistant in Megha Engineering and Infrastructure Limited (MEIL), Gujarat.
- 3 Years' experience as Supervisor in National Thermal Power Corporation Limited (NTPC), Ramagundam.
- 3+ Years' experience as Computer Lab Assistant in CVSR College of Engineering, Hyderabad.

ORGANIZATIONAL DETAILS:

June 2019 to February 2021: "Store Executive" at Hyquip System Limited (HSL), Hyderabad.

- **Overall Care of Staff and their Well-being**
 - Supervising warehouse operations like monitoring inventory and stock availability. Contacting vendors and responsible for returning damaged goods to vendors.
 - Responsible for receiving all shipments of products and store them in organized manner.
 - Tracking inventory of products on shelves and storage unit.
 - Maintain records of products being shipped and received.
 - Prepare Purchase require form and Issue form.
 - Preparing delivery Note, gate pass, and transmittal form.
 - Issuing material on offline and online.
 - Material receiving and GRN posting to company system. Track lost or misdelivered packages.

December 2016 to March 2019: "Store Associate" at Megha Engineering & Infrastructures Limited (MEIL), Gujarat.

- Supervising warehouse operations like monitoring inventory and stock availability. Contacting vendors and responsible for returning damaged goods to vendors.
- Responsible for receiving all shipments of products and store them in organized manner.
- Tracking inventory of products on shelves and storage unit.
- Maintain records of products being shipped and received.
- Prepare Purchase require form and Issue form.
- Preparing delivery Note, gate pass, and transmittal form.
- Issuing material on offline and online.
- Material receiving and GRN posting to company system.
- Track lost or misdelivered packages.

January 2013 to December 2015: “Supervisor” at National Thermal Power Corporation Limited (NTPC), Ramagundum.

- Managed team of 15 people.
- Supervised operations of a production unit.
- Controlled all aspects of safety.
- Expertise in production includes inventory management, safety, quality improvement, operations, scheduling and preventive maintenance.
- Documented work procedures and process for staff resources.

June 2009 to December 2012: “Computer Lab Assistant” in CSE Department, at CVSR College of Engineering, Hyderabad.

- Responsible for maintaining all lab computers as well as performing software updates.
- Assisted in developing spreadsheets to presents with finalized data to students.
- Assisted in developing security system that limited access to computer lab to only authorized personnel.
- Assisted students in laboratory programming using C, Java, SQL and C++.

EDUCATIONAL QUALIFICATIONS:

- M.C.A from CVSR College of Engineering, JNTU with 72% in 2009.
- B. Sc. Computer Application from Govt. Degree College, Godavarikhani, Kakatiya University, with 48% in 2005.
- Intermediate from Alphores Junior College, Karimnagar with 58% in 2002.
- SSC from DAV Public School, Fertilizer City, with 50% in 1998.

CERTIFICATIONS:

Certification from National Academy of Construction (NAC) in “Store Keeper”, November 2016.

SOFTWARE PROFICIENCY:

Operating Systems : Windows.
Languages : C, C++, Core Java.
Office Tools : MS-Word, MS-Excel.

SKILLS:

Good communication skills, Inventory promotions, appropriate use of goods and materials in storeroom, warehouse laydown area, knowledge of Shipment documents, Container, and processing of Electronic Document Management System.

PERSONAL INFORMATION:

Father's name : Sri Elupula Rangaiah
Date of Birth : 22-02-1983
Sex : Male
Nationality : Indian
Religion : Hindu
Marital status : Single
Address : # 3-12-16/c, Sri Sai Nilayam,
Ganesh Nagar, Ramanthapur,
Hyderabad, Telangana-500013.

Declaration:

I hereby declare that all the details furnished above are true to the best of my knowledge and belief.

Place: Hyderabad

Date:

(Elupula Kiran Kumar)