



Srinivas Gujjaru

Administrative Officer

Seeking a challenging and an interesting career in development and a quantity environment where my knowledge and my experience can be shared and also interested in learning new topics and pleasurable working with talented persons.



gujjarusrinivas71@gmail.com



9989206027



India



linkedin.com/in/srinivas-gujjaru-0251661b

SKILLS

Public Speaking

Team management

Administrative Skills

MS Office

Internet

PGDCA

Type Writing

LANGUAGES

Marathi

Native or Bilingual Proficiency

Telugu

Full Professional Proficiency

English

Professional Working Proficiency

Hindi

Full Professional Proficiency

INTERESTS

Reading newspaper

Watching Cricket

Listening to songs

Astrology

WORK EXPERIENCE

Zonal Administrative Officer

M/S Savani Transport Private Limited/Bhavanipuram

12/1991 - 10/2020

Vijayawada/India

Achievements/Tasks

- Maintenance of Ledgers.
- Developed relationships with customers and guests to present the company in a professional manner.
- Financial Statements (Profitability report, Business reports etc).
- Maintenance of cash and inspection of all the branches.
- Schedule Transport Operation (in the absence of Zonal Manager).
- Managed Payroll and benefits for employees including solving related problems.
- Provided detail oriented administrative support to co-workers to ensure efficient office operation.
- Supported office staff by organizing company events and meetings.

ACHIEVEMENTS

On successful Completion of 25 years

Award of recognition

EDUCATION

B-Com

K.B.N College/Acharya Nagarjuna University

5.2

Courses

- Commerce
- Statistics
- Income Tax

Intermediate

Sarada Junior College/Board Of Intermediate Education

5.1

Courses

- Maths
- Physics
- Chemistry

SSC

Gujarathi Vidhya Mandal/Board Of Secondary Education

5.9

Courses

- Maths
- Physical science
- Biology