

BHARGAVA RAO GUTTULA

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Language: English, Hindi, Telugu.



Passport No. M3647624

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OBJECTIVE:

To secure a responsible career opportunity to fully utilize my skills and Knowledge, while making a significant contribution to the success of the company.

WORK EXPERIENCE:

WAREHOUSE ASSISTANT

June'2023- Present

Sino trance Middle East Fze through Align Mabde company. Dubai, UAE.

Major responsibilities includes

- Knowledge of Outbound department.
- To receive Problem baskets from Merge packing team and solving through online software.
- To do abnormality of packages if any items missing in basket.
- To do Weight difference of packages or Boxes if any problem found.
- To check the problem of Packages received from Last packing team and inform to Team leader.
- To do Inventory of the missing Items through online software.
- Having a knowledge of Sorting, Abnormal picking, Merge packing and Last Packing.
- Move to Stock of Cancel items and doing Shifted shelving through PDA.

DATA ENTRY OPERATOR

Jan'2021- Nov'2022

Presto Industries Exports, Gujarat INDIA.

Major responsibilities includes

- Mailing daily stock report, Production report and Invoice/ Packing list to Head Office
- Day to day Manually calculation of stock and match with Online records.
- Maintain proper filing of office files and store files.
- Creating Proforma Invoice and Packing list and send mail to Head office for Confirmation.
- Dispatching of goods to required departments as per Requisition slip.
- Placing order of shortlist items as per Purchase Order.
- In/Out of Vehicles after getting clearance from the Customs officer.

DATA ENTRY OPERATOR

Jun'2019- Dec'2020

Dr. Amin Controllers Pvt Ltd, Andhra Pradesh, INDIA.

Major responsibilities includes

- Entering daily Inward and Outer details of coal received Byroad / ByRake in Excel sheet.
- Create Invoice in online Software against the service given to Vendors.
- Maintain proper filing of office files and Imp/Exp Vessel.
- Generate online Indent, Purchase Order, GRN of Stationery / Items in RCA software.

EDUCATION :

- **B.Sc** (Computer Science) from Andhra University in the Year 2011.
- **INTERMEDIATE** (M.P.C.) from Andhra Pradesh in the Year 2006.
- **S.S.C** from Gujarat Board in the Year 2004.

TECHNICAL SKILLS:

- Office Applications (Ms Word, Ms Excel, Ms PowerPoint, Ms Outlook).
- Software Skills (SEZ online, Container tracking software & RCA software)
- Good typing speed (40-50 wpm).

SUMMARY OF SKILLS:

- Regularity in working within a specific time & ability to seek advice.
- Good communication skills.
- Prepared for Competitive exam during the period from June 2013 to April 2018
- During Dec 2020 to Jan 2023 I did a small scale business in textile field.

LINGUISTIC SKILLS:

- English - Good
- Hindi - Fluent
- Telugu - Fluent

HOBBIES::

- Playing Cricket
- Listening Music

REFERENCE:

- Reference available upon request.

Thanking You,

Yours faithfully,

BHARGAVA RAO GUTTULA

