

# BHARGAVA RAO GUTTULA

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Date of Birth: 20/04/1987

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What's up: +971 543032956

Language: English, Hindi, Telugu.

Passport No. M3647624

Emirates ID: 784-1987-9828592-4



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## OBJECTIVE:

Detail-oriented Warehouse Assistant with a proven track record of accurately managing basic inventory and ensuring efficient warehouse operations. Seeking to leverage strong organizational skills and dedication to optimize workflow and contribute to the success of the team.

## WORK EXPERIENCE:

### WAREHOUSE ASSISTANT

June'2023- Present

Sinotrance Middle East Fze through Align Manpower Llc. Dubai, UAE.

#### Major responsibilities includes

- Outbound Exception Team
- Solving problem of packages received from Merge packing team.
- To do abnormality of packages if any items missing/defective for that package.
- To do Weight difference of packages or Boxes.
- To do Inventory of the Extra Items through online software.
- Having a knowledge of Sorting, Abnormal picking, Merge packing and Last Packing.
- To do Move to Stock of return packages and shelving through PDA.

### WAREHOUSE ASSISTANT

Jan'2020- Nov'2021

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'2018- Dec'2019

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.
- Maintain proper filing of office files and Import /Export Vessel.
- Generate online Indent, Purchase Order, GRN of Stationery / Items in RCA software.

### **EDUCATION :**

- **Bachelor Degree** (Computer Science) - Andhra University - Year 2011.
- **INTERMEDIATE** (M.P.C.) - Andhra Pradesh Board - Year 2006.
- **Secondary Education**- Gujarat Board - Year 2004.

### **SUMMARY OF SKILLS:**

- Office Applications (Ms Word, Ms Excel, Ms PowerPoint, Ms Outlook).
- Software Skills ( SEZ online, Container tracking software & RCA software)
- Good typing speed (40- 45 wpm).
- Regularity in work within a specific time & ability to seek advice.
- Good communication skills.

### **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**



ગુજરાત માધ્યમિક અને ઉચ્ચતર માધ્યમિક શિક્ષણ બોર્ડ, ગાંધીનગર  
GUJARAT SECONDARY AND HIGHER SECONDARY EDUCATION BOARD, GANDHINAGAR  
(પરીક્ષા વિભાગ) વડોદરા (Examination Wing) Vadodara  
પ્રમાણપત્ર CERTIFICATE

315515



આથી પ્રમાણિત કરવામાં આવે છે કે  
This is to certify that

**Guttula Bhargava Rao Narasimhamurthy**

માધ્યમિક શાળાંત પ્રમાણપત્ર પરીક્ષા માં ઉત્તીર્ણ થયેલ છે.  
has passed the Secondary School Certificate Examination.



ગુણપત્રક STATEMENT OF MARKS

પરીક્ષાનો માસ અને વર્ષ MONTH & YEAR OF EXAM.	ઉમેદવારનો ક્રમાંક CANDIDATE'S NO.	કેન્દ્ર CENTRE	શાળા ક્રમાંક SCHOOL INDEX NO.	કુલ વિષયો TOTAL SUBJECTS	પત્રક અનુક્રમ નં. SR. NO. OF STATEMENT
MARCH - 2004	D 709839	690	53.120	7	1078683

વિષયનું નામ ઇન્ડેક્સ નંબર સાથે NAME OF THE SUBJECT WITH INDEX	મેળવેલ ગુણ MARKS OBTAINED			મેળવેલ ગુણ શબ્દોમાં OBTAINED MARKS IN WORDS	વિષયવાર શ્રેણી SUBJECT WISE GRADE
	સૈદ્ધાંતિક THEORY	પ્રાયોગિક PRACTICAL	કુલ TOTAL		
04_ENGLISH HL	//	//	50	FIVE ZERO	PASS
14_HINDI LL	//	//	71	SEVEN ONE	DISTINCTION
25_SOCIAL STUDIES	//	//	47	FOUR SEVEN	PASS
27_SCIENCE	//	//	52	FIVE TWO	PASS
28_MATHEMATICS	//	//	36	THREE SIX	PASS
38_SANGEET	37	41	78	SEVEN EIGHT	DISTINCTION
102_COMPUTER EDUCATION	42	44	86	EIGHT SIX	DISTINCTION

કુલ ગુણમાંથી મેળવેલ ગુણ GRAND TOTAL OF MARKS OBTAINED OUT OF	420 / 700	FOUR HUNDRED TWENTY ONLY
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ફરજીયાત વિષયોના કુલ ગુણ TOTAL MARKS OF COMPULSORY SUB.	પત્રક અનુક્રમ નં. SR. NO. OF STATEMENT	ટકા PERCENTAGE	પરિણામ RESULT	શ્રેણી GRADE
256/500	1078683	60.00	PASS	ONE

જન્મ તારીખ (આંકડામાં) DATE OF BIRTH (in Figure)	જન્મ તારીખ (શબ્દોમાં) DATE OF BIRTH (in Words)
20/04/1987	APRIL TWENTY NINETEEN EIGHTY SEVEN

અગત્યનું : આ દસ્તાવેજમાં સહી કરનાર સત્તાધિકારી સિવાય કોઈ ફેરફાર કરી શકશે નહીં અને જો કરશે તો દસ્તાવેજ રદ થશે અને બોર્ડ કાયદેસરનાં પગલાં લેશે.

IMPORTANT : Any change in this document except by the Issuing Authority will result in cancellation of the document and shall also involve imposition of appropriate legal action.



*S. N. Sontak*

પરીક્ષા સચિવ  
EXAMINATION SECRETARY

Sl. No. **F055625**

# Board of Intermediate Education, A. P.

Vidya Bhavan, Nampally, Hyderabad - 500 001

1416



## INTERMEDIATE PASS CERTIFICATE CUM MEMORANDUM OF MARKS

This is to certify that **GUTTULA BHARGAVA RAO** son  
of **NARASIMHAMURTHY** bearing  
Registered No. **060445804** has appeared at the Intermediate Public  
Examination held in **MARCH-2006** and passed **In B GRADE**  
with **ENGLISH** as the Medium of Instruction.

The subjects in which he was examined and the marks awarded are as follows :

Subject	I Year		II Year	
	Maximum Marks	Marks Secured	Maximum Marks	Marks Secured
Part - 1 : <b>ENGLISH</b>	<b>100</b>	<b>056</b>	<b>100</b>	<b>070</b>
Part - 2 : <b>SANSKRIT</b>	<b>100</b>	<b>080</b>	<b>100</b>	<b>092</b>
Part - 3 : Optional Subjects				
<b>MATHEMATICS - A</b>	<b>075</b>	<b>026</b>	<b>075</b>	<b>033</b>
<b>MATHEMATICS - B</b>	<b>075</b>	<b>039</b>	<b>075</b>	<b>032</b>
<b>PHYSICS</b>	<b>060</b>	<b>043</b>	<b>060</b>	<b>036</b>
<b>CHEMISTRY</b>	<b>060</b>	<b>025</b>	<b>060</b>	<b>030</b>
<b>PHYSICS PRACTICAL</b>			<b>030</b>	<b>021</b>
<b>CHEMISTRY PRACTICAL</b>			<b>030</b>	<b>027</b>
<b>Total Marks In Figures</b>	<b>610</b> → <b>610</b>			
<b>In words</b>	<b>*SIX***ONE***ZERO*</b>			
<b>Date</b>	<b>24-04-2006</b>			



M. Ch. N. Reddy  
PRINCIPAL

Aditya Junior College

Signature of the Principal

Controller of Examinations

NOTE - ELIGIBILITY RULES ARE OVERLEAF \* INDICATES MARKS OBTAINED AT AN EARLIER EXAMINATION

060445804

Sr. No. 127665



BSC/M-11

Register No. 207053171  
రిజిస్టర్ నెం. 207053171



# ఆంధ్ర విశ్వకళాపాఠశాల ANDHRA UNIVERSITY



## FACULTY OF SCIENCE

ప్యాకల్టీ ఆఫ్ సైన్స్

This is to certify that  
ధృవీకరణ

**GUTTULA BHARGAVA RAO**

Mr./Ms. శ్రీ/శ్రీమతి/కుమారి

**NARASIMAHAMURTHY**

Son/Daughter of

కుమారుడు/కుమార్తె

has been duly admitted to the Degree of **Bachelor of Science**

బ్యాచులర్ ఆఫ్ సైన్స్ పట్టాప్రదానానికి అర్హతపొందినందున

in this University he/she having been declared to have passed the examination prescribed therefor as follows:

ఈ విశ్వవిద్యాలయం నుంచి క్రింద సూచించిన విధంగా అతడు/ఆమె పట్టాకు నిర్దేశించిన పరీక్షలో ఉత్తీర్ణత పొందినట్లు ప్రకటించబడింది:

Month & Year of Passing ఉత్తీర్ణత పొందిన నెల, సంవత్సరం	Subjects అభ్యసించిన అంశాలు	Class Awarded పొందిన శ్రేణి	Medium మాధ్యమం
MARCH 2009	Part I - (a) English (b) HINDI (c) Indian Heritage & Culture and Science & Civilization	FIRST	
MARCH 2011	Part II - ENVIRONMENTAL STUDIES MATHEMATICS PHYSICS COMPUTER SCIENCE	SECOND	ENGLISH

Given under the Seal of the University

విశ్వవిద్యాలయ అధికార ముద్రతో జారీచేయబడినది.

Visakhapatnam. A.P, India

విశాఖపట్టణము, ఆంధ్రప్రదేశ్, భారతదేశము.

Controller of Examinations

Date 28-05-2012

పరీక్షల నిర్వహణాధికారి



34  
तिथि / OBSERVATION

तिथि सेवा / MISCELLANEOUS SERVICE



M3647624

पिता / कानूनी अभिभावक का नाम / Name of Father / Legal Guardian

**NARASIMHAMURTHY SURANNA GUTTULA**

माता का नाम / Name of Mother

**LAXMI NARASIMHAMURTHY GUTTULA**

पति या पत्नी का नाम / Name of Spouse

पता / Address

**HOUSE NO E-471, PORT COLONY, NEW KANDLA**

**NEW KANDLA, GANDHIDHAM**

**PIN: 370210, GUJARAT, INDIA**

पुराने पासपोर्ट का नं. और इसके जारी होने की तिथि एवं स्थान / Old Passport No. with Date and Place of Issue

फाईल नं. / File No.

**AH4068167191614**