

CURRICULAM VITAE

M. DURGA RAO

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CAREER OBJECTIVE:

To seek an entry into an esteemed organization where all my academic and professional skills are utilized to empower the company's interests, which in turn add value to my professional career.

And I Can work individually or with a group fully trained in giving organization

SUMMARY:

Dedicated and enthusiastic professional with **over 4 years of experience** in Store keeping and Purchasing and Vegetable Supervisor in Supermarket Sector. Have strong knowledge in all phases of Life Cycle such as inventory, analysis, system operating, implementation and support.

PROFESSIONAL EXPERIENCE:

- Currently working as a senior" VEGETABLE SUPERVISOR AND STORE KEEPER in" NEW WESTZONE GROUP LLC., UAE from March 2018 to till date.

ROLES & RESPONSIBILITIES

- Manage Day to Day purchasing activities and ensure the buyer achieves their personal performance goals.
- Receive product batch deliveries and unpack the boxes and pallets
- Ensure the packages contain the correct number of items.
- Unload items and stocking shelves in the storage area.
- Assign individual ID codes to the items for example numbers, stock batch codes, inventory control logos and barcodes.
- Fulfill telephone, online, mail orders for delivery to customers.
- Record stock movement and replace damaged and missing products.
- Prepare merchandise for shipment and restocking the inventory.

- Report inventory issues such as out of stock products or damaged item to the store manager.
- Carryout the face to face promotion campaigns in-store and assist customers with their requests.
- Categorize goods and replace supplier's products in the temporary storage area.

EDUCATIONAL QUALIFICATION

- Bachelors of Arts (B.A)
- Intermediate (CEC)

TECHNICAL SKILLS

Knowledge on computer skills in MS Office (Word and Excel)

Operating Systems : Windows XP/7/8/10.

PERSONAL DETAILS:

- Nationality : Indian
- Marital Status : Single
- Language known : Hindi, English, Telugu.

DECLARATION

I hereby declare that the above-furnished information is true to the best of my knowledge.

(M.Durgarao)