

# Resume

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**REGULA.SHIVAPRASAD**

S/O: Laxminarayana

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## Objective:

An opportunity to apply and develop my skills in a position where I can use skills and experience, and contribute towards the overall growth of the Organization to the best of my abilities.

## Qualification Information:

Academic Qualification	Year of Completion	School / College
Intermediate	2012	Vagdevi Junior College Vemulawada
S.S.C	2007	Sri Venkata Ramana High School Vemulawada

## Professional Experience:

Working with Cleanco Trading Importing & Services as a **STOREKEEPER, MESSENGER** at GASCO Ruwais, Abu Dhabi from 2015 to 2018

## JOB RESPONSIBILITIES:

- Maintain store facilities to ensure smooth functioning – Made arrangements and placed orders for new stock and supplies whenever necessary.
- Responsible for up keep of various appropriate records of materials received.
- Received deliveries of new equipment and ensured that all the supplies were in proper order - Stored the supplies and items received in their designated place to avoid time wasted searching for items and general confusion.

- Issued supplies as per the demand of the clients and maintained records of payments.
- Reported to store manager on a regular basis the need/demand of items so that the future orders could be placed accordingly.
- Pick up and deliver a wide variety of materials including mail, packages, reports, light supplies, etc.
- Make regular stops at various Locations for pick-up and delivery.
- Updating Incoming & Outgoing mails for delivery as and when required.
- Maintaining records of items received and delivered on day to day basis.
- Use computerized systems to update day to day activities

### **Computer Skills:**

- Operating Systems : Software, Hardware, Windows OS
- Windows XP, Windows 7, Adobe Photoshop,
- MS Office

### **Personal Highlights:**

- Being good team leader
- Quick Learner
- Able to work under pressure

### **Personal Information:**

- Nationality : Indian
- Date of birth : 02/02/1992
- Religion : Hindu
- Gender : Male
- Marital status : Married
- Hobbies : Playing Cricket, Watching Movies, Listening Music
- Languages : English, Hindi, Little bit Arabic and Telugu
- Passport No New. : X8281188
- Passport No Old : K7652589
- Place of Issue : Hyderabad, India
- Date of issue :19.04.2023
- Passport Expiry : 18.04.2033

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

Yours faithfully,

**(REGULA SHIVAPRASAD)**