CURRICULUM VITAE

**ChandrashekarBudaram❖**

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# CAREER OBJECTIVE

Looking for Better oppourtunity where Is source to Utilize My skills to improve company profits.

# EXPERIENCE:

* **Working as Administration Executive and Store keeper in Sri Amogha junior College.**

* + Monitoring the Students and Housekeeping staff

* + Prepare and edit correspondence, reports, and presentations.
  + Manage office supplies and equipment, including ordering and restocking.
  + Plan and coordinated events, meetings, and conferences
  + Produce reports, presentations and briefs.
  + Develop and carry out an efficient documentation and filing system
  + Managing the budgets And Accounts
  + Organizing the class Registration process
  + Ordering and receiving : Selecting suppliers , placing order, receiving and inspecting incoming material and reconciling order with purchases.
  + Inventory Management : Maintaining inventory records performing physical inventory and ensuring and safe storage of hazardous materials.
* **Working as Procurement Manager in Dynere Engineering (P) Ltd.,**

❖ Monitor stock levels and identify purchasing needs

❖ Research potential vendors

❖ Compare and evaluate offers from suppliers

❖ Enter order details (e.g. vendors, quantities, prices) into internal databases

❖ Track orders and ensure timely delivery

❖ Review quality of purchased products

❖ Update internal databases with order details (dates, vendors, quantities, discounts)

❖ Evaluate offers from vendors and negotiate better prices

❖ Maintain updated records of invoices and contracts

❖ Follow up with suppliers, as needed, to confirm or change orders

❖ **Worked for Stores / Wing of Secunderabad cantonment Board (6 months contract Basics)**

❖ Worked on e - Market & GeM portals maintained by central Govt. for Various

Purchase order as per the demand & requirements of cantonment board

❖ Assisted procurement Superintendent & Store keeper

❖ Communicated with suppliers for changes in shipment , including expedited shipping for shortages

# Academic Qualification

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| --- | --- | --- | --- | --- |
| **Educational Qualification** | **College/university** | **Board/university** | **Course Duration** | **Percentage** |
| B. Tech (ECE) | North East frontier technical university | Autonomous | 2017-  2021 | 6.5 |
| Higher secondary | Visvodaya junior college | Board of intermediate education | 2015-  2017 | 7.5 |
| Secondary  School | Visvodaya highschool | SSC | 2015 | 8.2 |

# Skills

❖ Clear written and oral communication skills

❖ Critical thinking to arrange orders and make necessary adjustments

❖ Negotiation skills for competitive items for a company requirement

❖ Updating the proper Inventary details

# Personal profile

*Name :ChandrashekarBudaram*

* Father’sName :RajeshBudaram*

* DateofBirth :09-10-1999*

* Gender :Male*

* Maritalstatus :Unmarried*

* Nationality :Indian*

* PermanentAddress:H.no:6-102,aryanagar,Nizamabad*

*T.Spincode-503001*

*PersonalProfile:*