

YELLA

CHANDRASEKHAR



VisaType: EMPLOYEMENT VISA

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Email:

chandrasedharyella34@gmail.com

Passport Details:

Passport number : S1945732

Place of issue : Hyderabad

Date of issue : 13/06/2018

Date of expiry: 12/06/2028

Personal details

Name : Yella Chandra sekhar

Father Name : Gangadhar

Gender : Male

DOB : 26/10/1996

Religion : Hindu

Nationality : Indian

Marital Status : Single

Languages English,Hindi,Telugu

Address : H No: 11-65/84

Village:Mallapur

Mandal: Mallapur

District: Jagityal, 505331,

Telangana, INDIA

Competencies

Sincere and hard working
Independent and self-
motivated Able to work under
pressure

CAREER OBJECTIVE

Seeking a challenging position in a reputed organization where I can achieve my career goals. Ideally, I would appreciate to contribute my knowledge, experience and qualification with interest .

COMPUTER SKILLS

- PGDCA & DTP
- Tally ERP 9
- MS office
- Data entry specialist

WORK EXPERIENCE

DATA ENTRY OPERATOR:

2 years' experience as a data entry Data Angle Technologies Pvt Ltd, Hyderabad.

STORE ASSISTANT UNIT:

2 Year's (2021-2023) experience as a CONSUMER PRODUCTS DIVISON (VV & SONS LLC Dubai)

EDUCATION DETAILS

- Degree (B.COM Bachelor of commerce from (Chanakya Degree College) at Mallapur. Karimnagar.☑
- Inter 10+2, from Govt junior College in Mallapur☑
- SSC from Board of Secondary Education, Mallapur. Jagitial.☑

DUTIES & RESPONSIBILTIES

- Inventory management: Maintain accurate records of incoming and outgoing stock, monitor inventory levels, and conduct regular stocktaking to reconcile physical stock with records.
- Receiving and inspecting goods: Receive deliveries, verify their contents against purchase orders or invoices, check for damaged or defective items, and ensure proper storage and labeling.
- Storage and organization: Arrange items in a logical and efficient manner, utilizing proper storage techniques and tools such as shelves, racks, or bins. Ensure that products are stored safely to prevent damage and maintain cleanliness and orderliness.
- Stock replenishment: Monitor inventory levels and initiate replenishment orders to ensure products are available for sale or internal use. Coordinate with suppliers for timely deliveries and maintain relationships with vendors.

DECLARATION

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

YELLA CHANDRA SEKHAR