

BALLA RAMBABU

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Contact Number:

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Permanent Address:

3-4,Sattinenivari meraka, Perupalem,
Mogalthur Mandal,
West Godavari Dt-534281, AP.

Personal Data:

Date of Birth : 12-04-1991

Gender : Male

Nationality : Indian

Marital status : Married

Languages known:

English (R W S)

Hindi (R W S)

Telugu (R W S)

Passport Details:

Passport no : Y 7319531

Date of Issue : 11/08/2023

Date of Expiry : 10/08/2033

Objective:

Intending to build a career with leading corporate of hi-tech environment with committed and dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging and creative environment.

Education:

- ☐ MBA

Work Experience:

Working as Office Coordinator (HR related works, Store related jobs, cashier and Mess maintenance)

Work summary

- ☐ As a Store keeper we have maintained material stock like inward & outward.
- ☐ Issued purchase Orders and Material follow-up and Collect from the Vendor, Issued Work Order as per our works required and simultaneously prepared Rean.
- ☐ Checking Material Quality and Quantity as per Purchase Order terms & Conditions
- ☐ In some ways we have check expiry date also.
- ☐ We have Maintained Purchased Register.
- ☐ As a Administrator Maintained regular Attendance of the Staff
- ☐ We have maintained PPE register for Staff.
- ☐ We have maintained new joiners Bio Data, PF Form & Health Insurances.
- ☐ We have Maintained Staff PPE Register
- ☐ We Have Maintained Bonus Register
- ☐ We have check food quality and Quantity.

Key Skills

- ☐ Knowledge in Store Keeping
- ☐ Knowledge in Administration
- ☐ Excellent Knowledge in Computer operating.

Responsibilities

- ☐ Good Relationship maintain with Colleagues.
- ☐ Observation in each and every work in my under.
- ☐ Involved spontaneously in any work as order by superiors.
- ☐ Perform tasks as instructed by superiors from time to time
- ☐ All times performs smart work

Graduation Details:

Course	Board/University	Name of the Institution	Year of Passing	Percentage of Marks
MBA(Marketing & Finance)	Osmania University, Hyderabad	Omega P.G College, Edulabad.	2012-14	64
B.Sc (M.E.CS)	Andhra University	Aditya Degree College,Palakollu.	2008-11	61
Intermediate (MPC)	Board of Intermediate Education	Sri Gowthami Jr College, Narasapuram	2006-08	67.6
SSC	Board of Secondary Education	S.K.S.M ZP High School, Perupalem,WgDt	2006	76

Other courses

- MS OFFICE & FULL KNOWLEDGE IN COMPUTER OPERATING

PROFESSIONAL EXPERIENCE

Company Name : OCEAN SPARKLE LIMITED

Designation : OFFICE COORDINATOR

Company Profile : OCEAN SPARKLE LIMITED, HYDERABAD

Total Experience : January 2015 to till date (8 Years in precise).

Declaration

I, B Rambabu do hereby declare that the details furnished above are true to the best of my knowledge and belief.

Place: Perupalem

Date: 20-05-2023

B Rambabu.