

## CURRICULUM VITAE



**APPLICATION FOR THE POST OF \_\_\_\_\_**

### PRESENT ADDRESS

Plot no: 68A, Bhulaxmi Nager,  
Vanstalipuram, Hyderabad  
Phone no – 6304879595  
9394489241  
[bravikumar.hyd@gmail.com](mailto:bravikumar.hyd@gmail.com)  
[bravikumarhyd45@gmail.com](mailto:bravikumarhyd45@gmail.com)

### **CAREER OBJECTIVE**

To reach the highest level by utilizing my experience abilities and inherent qualities and accepting challenges, and responsibilities with stores' management and administration. To search for new and innovative ideas for making life accountable by accepting challenging work.

I myself furnishing my knowledge and experience can be shared in looking hopeful way for the opportunity, where I can prove my quality and knowledge for development and to develop an organization with my skills and practical experience for your kind perusal and consideration.

**EDUCATION QUALIFICATION:** B.COM

**TECHNICAL QUALIFICATION:** O" LAVER Training from DOEAC, New Delhi, Data Preparation and computer software from National Council for Vacation Training, New Delhi

## PROFESSIONAL EXPERIENCE

- Working at News18 Network as a Senior Executive (Stores) from February 2014 to as on date
- Worked at **ETV** which is a sister concern of Ramoji Group of Companies as an Executive **(Stores)** From June 2000 to February 2014.
- Worked at TIS-Rourkela & Himanshu Services, Authorised Dealer of Cummins Dealer Sales & Services (I) Ltd, Pune for 4 years as Parts Merchandiser/Parts Manager.

### Details of Experience:

- Overall Responsibility for store management of different items related to All Technical Equipment, All IT Equipment, All camera Equipment, Construction, IT Hardware, Mechanical, AC& Stationery materials and spare parts for various Equipment.
- Reporting to Manager Stores of TV18 Network Ramoji Film City - Hyderabad.
  - Daily Report
  - Weekly, Quarterly and half yearly follow up
  - Monthly Consumption (item-wise & Spot wise)
  - Monthly Stores Statement
  - Non-Moving lists & all MIS statements as per requests
  - Follow up with Branches and arrangement of stock as per there Request / Indents
- Validation of purchase requisitions from various divisions and departments floating enquiries, evaluating techno-commercial parameters, making comparative statements, callouts for Vendors, Suppliers and respective Functional Heads for validation and finalisation of Orders, releasing Purchase / Work Orders after the approval of Management.
- All types of Technical Equipment Like Broadcast Monitor, Video Switcher, Audio Mixer, VTR, Telephone Hybrid, Teleprompter, Speaker, Microphones, Router, Ross Cards, Technical Consumables & All Audio & Video Equipment
- All type of Camera Equipment Like Studio Camera, ENG Camera, Tripods, Lighting Equipment & Camera Spares Parts
- All type of IT Equipment like Servers, Workstation, Laptops, Desktop, Monitors,
- Manageable Switches, Printers, Mobile Phones, Telephones & IT Consumables
- Procurement & Storing of Computers, Printers, UPS and Data communication Cables and other Networking items, EPABX etc.
- Continues follow-up with Vendors, Suppliers and Logistics for timely receipt of Materials Receipt and Warehousing.
- Bills verification, certification, and timely payment to Vendors.
- Negotiation for warranty and post-warranty conditions, coordination with various Vendors, Suppliers, Divisional Heads, Purchase Assistants for direct purchases, Accounts Dept. and various Statutory Bodies.
- Monitoring of MIS on various parameters like Status of Orders, Purchase Requisitions, Material in Transit, Delivery details, Bill payment details, Releasing of (S.D) Retention Amount, Budget related Issues, Inventory Management etc.
- Knowledge of the Taxation system.
- Exposed to Highly computerised Environment.
- Presently involved in the Procurement & Storing of the following Materials for various Divisions within the Group.

## Job Profile at **News18 Network (RFC)**

- Local vendor coordination for consumables and General items.
- Preparation of Monthly budget for General and Printing Stationery materials  
Preparation of Comparative Statement after getting a quotation from Local Vendor and
- Preparation of Draft PO
- Procurement of Local Cash Materials.
- Branch-wise dispatch of Technical and non-Technical Materials Day to day operation of Store Activity
- Check physical items with a quantity of PO or Invoice if the materials is received From any vendor
- Check for any physical damages/short supplies/surplus supplies if any Immediately report the same
- Proper documentation of all receipts documents Inward/Incoming/GRN with Complete details of equipment
- Receipt of material, after the physical and quality check of related teams and make GRN and handed over same to the commercial team without delay
- Material received is to be properly stacked in the location assigned and the same is to be reflected in the Central stock status sheet also for easy identification.
- After getting the necessary approval only start the packing and dispatching process Check whether the item coming for dispatch is more than 50K or not, E-way bill process is required or not. If the material received is of our asset, the requisition should be raised for bar code
- Incoming & Outgoing register
- Preparation of E-Way bill format after Track
- Prepare Inward & GRN and Forward to Regional Commercial Department.
- Physically Checking of Materials Every month
- All Stock statement –Monthly wise(Technical ,IT, Technical Consumables, Communication, Camera, Camera accessories & Digital) Central Store
- Creation of Local New Vendor database.
- Obtaining lowest quote for local Consumables and General Items as per specification and technical requirement
- After Materials Dispatched ,Mail send to respective Branch wise for Information
- Asset allocation detail Prepare as per format

### Job Profile at **Eenadu Television Stores (RFC)**

- Maintaining of Ledger/Stores
- Inward Register & Outward Register
- Stores Receipt Cum Inspection Reports (GRN)
- Returnable & Non- Returnable Register
- Ledger Posting
- Bill Forwarding Register
- Inventory Maintenance as per EOQ of General & Stationery items
- Stacking /Storing of materials as per ISO Procedures with Color Coding
- Administration of buildings with proper chase ups with purchase department and Civil engineers
- Quantity Physical statement & Ledger Talley etc
- Minimum Stock Indenting
- Indenting the costly items as per the requirements with proper assessment and availability with other stores
- Preparing Yearly CAPEX and forwarding it to the accounts Department.
- For all set work Coordinate with ART/Production Dept. in Preparing the budget and then indenting as per the same.
- Maintaining Minimum Stock of Equipment light and their accessories and sending through proper requisition to the branches as per their requirement.
- Duracell's and Everyday cells consumption and the stock dispatching the branches as per their requirements.
- All Capex Indent i.e.; assets are being indented as per the capex, Coordinating with the purchase dept, for the procurement of the same and after receipt of the same handing over the same document to Technical Store.
- Checking of all receipt items along with noting the MRP, Make, Model and Sl.Nos of items
- Indent cutting as per the receipt and sending the Daily receipt reports to Purchase Dept.
- Inwarding all the receipt materials, Preparation of SRIR's, and sending the challans/Bills to concerned depts. for Quality Check; then sending the bills for Verification to the purchase Depts., thro' HOD-A/Cs
- Arranging for repairs of Chairs for all channels with the help of GMHK Dept;
- Explaining & Submitting the Complete Approvals & details of materials for payment to the same to accounts and audit department

## Job Profile at **Cummins Dealer Sales & Services (I) Ltd, Pune**

- **Activities**

- Customer Contact
- Submission Of Quotations & acknowledgement of customer orders
- Order Placement
- Stores-Keeping
- Supply of Spares
- Billing
- Inventory Control
- Submission of M.I.S
- Receipt & Delivery of Job works

- **Responsibilities:**

- Sales and "bottom-line" profits of the store.
- Recruit, hire, train, evaluate and counsel store employees. Schedule, organize and direct assignments.
- Maintain, encourage and possess "ownership mentality".
- Develop and implement employee performance evaluations and improvement plans.
- Effectively manage employee turnover. Provide a positive working environment and handle employee issues appropriately and in a timely manner.
- Resolve customer problems or complaints by determining optimal solutions.
- Ensure interior and exterior of store is maintained to company standards.
- Utilize labor management tools, including effective scheduling, to maximize productivity, profitability and margins.
- Encourage store employees to take ownership for their performance and career development plans; follow up on a regular basis.
- Provide exceptional customer service and ensure the employees also provide the same level of service.
- Communicate, execute, and manage marketing and merchandising programs.
- Conduct regular store meetings.
- Ensure employee awareness of safety and emergency procedures.
- Maintain and utilize surveillance equipment.
- Maintain adequate store supplies.
- Manage store revenue, including cash handling, deposit reconciliation and delivery of deposits to bank.
- Execute and monitor loss prevention and shrink programs.
- Management of all store operational issues, to include store housekeeping, store administrative duties, physical inventories, price changes, etc.
- Successful candidates should be able to cite significant achievements, demonstrating their ability to handle all aspects of retail operational and merchandising management issues, from the delivery of stock to the store to the final sale of the product to the customer.
- Assign service orders to technicians, schedule technicians to perform delivery and installation work at customer sites and ensure a first in/first out workflow.
- Prepare technician daily logs and route sheets for review by the District Manager.
- Manage speed of service results, controls inventory that is used for service orders, and is responsible for the overall organization and

- appearance of the service center.
- Order and receive spare parts for service orders, return defective parts to RMA department file all service order and purchase order paperwork, review service orders for correctness in billing.
- Ensure all orders are properly documented and released for pick- up.
- Responsible for preparation of work schedules.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Customer service
- accounts payable and accounts receivables
- office administration
- store and motel management and administration Skills
- excellent customer service and interpersonal skills
- bookkeeping skills
- analytical and problem-solving skills
- decision-making skills effective verbal and listening communications skills
- effective written communications skills
- computer skills including the ability to operate a cash register, computerized accounting, spreadsheet and wordprocessing programs at a highly proficient level
- All Computerised Store receipt & issues entry
- time management skills Personal Attributes
- honest and trustworthy respectful
- possess cultural awareness and sensitivity flexible
- demonstrate sound work ethics

## PERSONAL INFORMATION

Name: B.RAVI KUMAR

Permanent Address: Plot no 68, Bhulaxmi Nager, Vanastalipuram, Hyderabad-500070

Fathers Name: B.DHARMA RAO

E-mail address: [bravikumar.hyd@gmail.com](mailto:bravikumar.hyd@gmail.com)  
[bravikumarhyd45@gmail.com](mailto:bravikumarhyd45@gmail.com)

Date of birth: 23.06.1972

Languages Known: Hindi, English, Oriya, and Telugu

Salary Expected: Negotiable

I requested your good self to consider my application favourable and give me an opportunity to serve your kind control. I assure your good self that I would strive hard to bring credit to your esteemed organization.

Thanking you Sir,

Yours Faithfully,

**(B.RAVI KUMAR)**