#### RESUME

#### Vinay N

Address :

S/O N Lakshmi Narayana

H.No:4/11/160 Bavaji Pet, Adoni

Kurnool District, A.P

PIN -518301

Mobile No: 8919334568

Email ID: [**happyvinay27@gmail.com**](mailto:happyvinay27@gmail.com)

Experience and role.

1. 2 Years experience in Qwikcilver Solutions Pvt Ltd as Inventory Executive.
2. 2.5 Years experience in Qwikcilver Solutions Pvt Ltd as Procurement executive.
3. 1.5 Years experience in Qwikcilver solutions Pvt Ltd as a Team lead in operations.
4. 4 Months and Continuing as Client relationship Manager in Qwikcilver Solutions Pvt Ltd.

##### SUMMARY OF QUALIFICATION:

|  |  |  |  |
| --- | --- | --- | --- |
| **Class** | **Board/Institution** | **Percentage** | **Grade/Class** |
| 10th | State Board of Secondary Education | 58% | Second Class |
| Diplomo (ECE) | State Board of Technical Education and Training Hyderabad | 74% | First Class |
| Degree  (in B.com) | GITAM University | 75% | First Class |
| Btech (ECE) | JNTUA University Anantapur | 64% | Second class |

Roles and Responsibilities (Operations)

1. People management of 13+ members
2. Inventory Stock management based on the requests and sales.
3. Procurement based on demand and SVC reloading’s.
4. Follow up with vendors to get the goods on time.
5. Reconciliation on every month with finance to close the finance Books Ontime
6. Vendor queries and end customer queries.
7. Managing and storing daily stock reports and month reports.
8. Handling 50+ Clients as key account manager
9. Client Onboardings to the Org
10. Co-ordinating with internal team and complete the orders on time which are received from Client.

Languages Known:

Telugu, Tamil, Kannada, Hindi, English.

Computer Knowledge:

* MS-Office. (Excel, PowerPoint and Word)

Notice period: 2 months

**PERSONAL PROFILE**

Name : Vinay N

Nationality : Indian

Gender : Male

Date of Birth : 12-07-1994

Status : Married

##### Contact No: 8919334568

Declaration:

## I here by declare that above information is correct to the best of my knowledge and .

## belief