RESUME

**RAKESH V DODDAMANI**

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# OBJECTIVE

Seeking a career in your esteemed organization where my skills are implemented and enhanced

# PERSONAL SKILLS

* Possess intrinsic abilities to shoulder responsibilities at the highest level of competence.
* Willingness to learn and implement.
* Possess analyzing & understanding capabilities for corrective decision making.
* Possess excellent verbal and written communication skills.

# EDUCATION QUALIFICATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Examination** | **Board/University** | **College / School** | **Year Of Passing** | **Percentage** |
| **MCA** | Visvesvaraya Technological University Belagavi | Visvesvaraya Technological University  Regional Office Kalaburagi 585105 | 2018 | 63.70% |
| **BCA** | Gulbarga  University | Shranbasaveshwar College of Commerce(GUK) | 2015 | 73.82% |
| **P U C** | PU Board, Karnataka. | Nutan Vidyalaya PU College, Brahmapura Sangcolony, Gulbarga 585103 | 2012 | 42.66% |
| **S S L C** | SSLC Board Karnataka. | Nutan Vidyalaya Comp Junior College Bramhapura Gulbarga 585103 | 2010 | 63.04% |

**COMPUTER SKILLS**

* MS-OFFICE, MS-WORD, MS-EXCEL, SAP
* Internet & E-mails

# STRENGTHS

* + Hardworking Nature.
  + Quality of Work and Team work.
  + Commitments towards job.
  + Willing to learn new things.
  + Time sense.
  + Positive Attitude.

EXPERIENCE:

**COMPANY PROFILE:**

|  |  |
| --- | --- |
| **Name of the**  **Company** | Om Sree Marketing Solutions PVT. LTD. |
| **Position Held** | SR. BILLING OPERATOR |
| **Department** | Order Conformation, Billing, clearing orders on priority based, Bulk Billing,  Order Tracking, Managing Team, Gowdon supervisor |
| **Duration** | 9th September-2022 to 17 August-2023 |

# ROLE AND RESPONSIBILITIES

* Clearing orders on priority based
* Inward stock from VAL YOU PRODUCTS PVT. LTD.
* Inward and Outward stock from one store to another (Inter stores).
* Handling Team to clear orders on priority based

**COMPANY PROFILE:**

|  |  |
| --- | --- |
| **Name of the Company** | Organic India Pvt. Ltd. |
| **Position Held** | Store Manager |
| **Department** | Organic Products like Organic Tulsi Tea, Organic Supplements, Organic wellness kits, Organic commodities, Organic body and hair care products |
| **Duration** | 3rd December-2021 to 31st August 2022 |

# ROLE AND RESPONSIBILITIES

* Dealing with Cash Transactions.
* Inward stock from DC.
* Inward and Outward stock from one store to another (Inter stores).
* Communicating with ASM (Area Sales Manager) for monthly targets.

|  |  |
| --- | --- |
| **Name of the Company** | Reliance Smart(Reliance Retail Limited) |
| **Position Held** | Junior CSA(**K2),** Team Leader |
| **Department** | Cashier, GRN, Inward-Outward, Indent, FMCG, clearing online orders on priority base |
| **Duration** | Jan-2019 to Dec-2021 |

# ROLE AND RESPONSIBILITIES

* Dealing With Cash Transactions.
* Handling Online Orders.
* Communicating with Department Manager (DM) regarding store sales and targets
* Reporting to The Manager Preparing EOD Report.

# PERSONAL PROFILE

Name : **RAKESH V DODDAMANI**

Father Name : Vaijanath

Mother Name : Sunita

Nationality : Indian.

Date of birth : 14/10/1994

Languages known: Kannada, Hindi, English

Marital status : Single.

# DECLARATION:

I hereby declare that the above furnished information is true to best of my knowledge and belief. The originals will be produced as and when required.

Place: Kalaburagi

Date:

# RAKESH V DODDAMANI