# Phone No. : +91 9071274081

**Email ID : Charannaidu2000@gmail.com**

# CAREER OBJECTIVE

Dynamic and motivated professional, Adaptable and transformation leader with an ability to work independently, creating effective presentations, and developing opportunities that further establish organizational goal.

**EXPERIENCE**

* **KGPCO Indian Pvt Ltd**

Designation - Project Specialist

Duration - Feb-21-2022 To Till Today

* + Creation of Header on Customer Order Request in ERP.
  + Responsible as Project Specialist to assist a United State Project Manager in the execution of various projects on telecommunication equipment’s ordered.
  + Creation of Purchase Order (PO)and executing Work Order Release form (WOR) on request by the project manager.
  + Arranging shipment of the materials on desired location and desire time.
  + Adding the materials and associating materials with purchase order in ERP database and updating with necessary information for Original Equipment Materials (OEMs).
  + Contacting with various vendors via. mails to provide shipment status on materials. Checking and verifying on Materials Veriﬁcation Form or check list to inform warehouse leader.
  + Updating goods receipt once materials delivered against the PO and moving the materials to job site.
  + Processing the Invoice when the jobs complete

# ACADEMIA

|  |  |  |  |
| --- | --- | --- | --- |
| **Course / Degree** | **School / University** | **Grade / Score** | **Year** |
| BBA | RNS First Grade College | 8.4 | 2018-2021 |
| Commerce (PU) | Sri Krishna PU College | 81% | 2016-2018 |
| SSLC | Kengeri High school | 53.9% | 2015-2016 |

# PERSONALITY TRAITS

* Good presentation and communication skills.
* Willingness to learn and good listener.
* Adaptability to change in environment.

# TECHNICAL QUALIFICATION

* Certiﬁcated in Tally prime by NICT Computer Education
* Certiﬁcated in Digital Marketing by NICT Computer
* Education Certiﬁcated in CRT-By-CRT Education
* Certiﬁcated in Python by learnbay.

**PROJECTS**

* Managing Human Resource

UNIBIC is a cookie manufacturing company. This project was made for how the company takes care of its employees working in different fields of the company.

* Production management

BADVE Engineering Limited is a manufacturer from Chakan, Pune. This project was made to learn about the various production types and management.

**EXTRACURRICULAR ACTIVITIES**

• Organized the Blood Donation Camp during college.

• Participated in The Bengaluru Marathon organized by Shriram Properties.

• Volunteered to organize the college fest ‘PARVA 2018’ at RNSFGC.

# PERSONAL DETAILS

Name : Charan Raj C.N

Address : #12 Chandrappa Circle Chunchankuppe , Bangalore South -562130.

Gender : Male

Date of Birth : 22nd January 2000

Languages Known : English, Kannada, Telugu, and Hindi.

# DECLARATION

I hereby declare that the above-mentioned information is true to the best of my knowledge.

Place: Bengaluru

Date : Charan Raj C.N