

MADHUKAR.G

H.NO:2-20-29/A,

Chilkanagar, Uppal,

Hyderabad, Pin code: 500039

Email-id: gurrapumadhukar009@gmail.com

Contact: 8639657241.

Career objective:

I myself motivated to work in a challenging and dynamic environment wherein I can supplement my theoretical knowledge with practical experience so as to make a meaningful contribution and add value to the organization which can provide wide ranging exposure and sufficient responsibilities to further enhance my skills and knowledge.

Academic Credentials:

Qualification	Year of passing	Institution	Percentage
<i>MBA</i>	Oct-2020	St.vincent pg college.	68%
Degree (BBA)	Mar/Apr-2018	Omega degree college, Habsiguda.	76.5%
Intermediate (MEC)	Mar/Apr-2015	Omega junior college, Habsiguda	80.3%
S.S.C	Mar/Apr-2013	St. Venus high school, Chilkanagar, HYD	77%

Technical Skills:

- **Programming Languages :** MS Office, Tally ERP-9
- **Typing :** 26 WPM

Personal Skills:

- Having Dedication, Positive attitude, Patience and Quick learning.

Work Experience:

- Worked as a Purchase executive(SCM) at Avra synthesis pvt ltd since Jan 2021 to September 6th 2022.
- I have worked as a Data Entry Operator at Standard Trading Company from March 2019 to November 2019.

Roles and Responsibilities:

- To Conduct product research and sourcing new suppliers and vendors
- Sourcing the materials and negotiate the best of the most cost effective contracts with vendors
- Liaison with the finance department to get the payments done on time
- Establishing professional relationship with clients as well as vendors and suppliers.
- Coordinate with the transporters to get the materials to be delivered as per the expected time
- Updating and maintaining records of all order payments and received stocks.
- Filing up the purchase orders on a day-to-day basis.

Personal Profile:

Name : G.MADHUKAR
Father's Name : G.RAVINDER
Date of Birth : 06 Nov 1997
Nationality : Indian
Languages : English, Telugu and Hindi
Hobbies : Listening to music and watching movies
Gender : Male

Declaration:

I hereby declare that the above-furnished details are true to the best of my knowledge.

Date & Place:

(MADHUKAR)