

## **Gannavarapu Venkata Ramakrishna**

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A versatile Purchase Manager with 25 years multifaceted experience, seeking an assignment in Administration/Purchase/Tendering and liaison works in an organization with growth prospects. Capable of handling project purchases, administrative functions, tendering and providing support to Senior Management; comfortable and confident of working with groups and imbued with quick responses and knack of handling demanding situations with poise.

A self-motivated professional with 25 years multifaceted experience in petroleum, construction & trading organizations. Competently managed purchase activities, general administration, tendering activities, and public relations. Through dedication and superior performance rose from Stenographer to Dy General Manager. Familiar with ISO 9000 Quality Management System implementation and operation.

Professional Experience:

### **M/s Oorjita Projects Pvt. Ltd.**

Company Brief: M/s Oorjita Projects is having its registered office at Hyderabad doing construction activities of Villas, Apartments, shopping Malls in Hyderabad and Bhubaneshwar from past 20 years.

**Admin Manger (February 2021 to till date)**

### **M/s DNC Engineering Pvt. Ltd.**

Company Brief: M/s DNC Engineering Pvt. Ltd. is having its office at Chennai doing civil project works for BHEL/NLC which involves design, engineering, procurement & erection.

**Dy. General Manager – commercial (June 2016 to 23.01.2021)**

Activity involves from coordinating with project in-charges, preparation of list of materials, finding out of vendors, preparation of tender documents, sending enquiries, getting quotes, negotiation, placing orders & preparation of contract agreements with vendors, with prior approval from Director. After placing order, follow up till the material reaches the project site.

Also involved in getting new projects by preparation & submission of tenders to various government companies like BHEL/NLC and coordinating with Auditors for GST/Income Tax by giving necessary input details.

### **M/s Fans Asia Pvt. Ltd.**

Company Brief: M/s Fans Asia Pvt. Ltd., is having its office at Visakhapatnam doing business of design, engineering, procurement & erection of cooling towers (turnkey projects).

**Manager (Procurement) (January 2012 to April 2016)**

Based on work efficiency, I have been posted at their Head Office at Gurgaon for taking care of project purchase activities of Cooling Tower Projects of NTPC.

Activity involves from coordinating with the design engineers, preparation of list of materials, finding out of vendors, preparation of tender documents, sending enquiries, getting quotes, negotiation, placing orders & preparation of contract agreements with vendors, with prior approval from Director. After placing order, follow up till the material reaches the project site.

### **M/s Century Plyboards (India) Ltd., Nellore**

**Company Brief:** M/s Century Plyboards (I) Ltd., is having its factories all over India and they planned to set up a factory first time in AP for their MDF product

**Asst. Manager (Admin & Statutory) (June 2011 to Jan 2012)**

Coordinate with statutory departments like, Sales Tax, Factories Department, AP Transco, MRO office, Labour Department, APPCB for getting the approvals.

Handled office administration of day to day activities.

Maintenance of office assets like computer systems & printers, fax machines, telephones/ air conditioners/ ups/ generator/ through Annual Maintenance Contracts (AMC's)

Monitor and control administrative expenses and process vouchers and bills.

Prepare cheques and handle administrative accounts, liaise with banks.

**M/s East India Petroleum Ltd., Visakhapatnam**

**Company Brief:** *M/s East India Petroleum Ltd. is a port based transit storage terminal for petroleum products*

**Purchase officer (April 2009 to June 2011)**

Handled purchase activities for Project construction for tanks construction right from the foundation to completion of construction.

Also handled purchase activities for regular items for terminal. This includes receipt of indents from the user departments, sending enquiries, getting quotations, negotiate with the vendors/contractors, making comparison statement, getting approvals from the required officials as per company's procedure and placing orders.

After placing orders, following up with the vendors till the material reaches terminal

**Administrative Officer (June 1998 to April 2009)**

***Responsibilities***

Handle office administration of day to day activities.

Maintenance of office assets like computer systems & printers, fax machines, telephones/ air conditioners/ ups/ generator/ through Annual Maintenance Contracts (AMC's)

Monitor and control administrative expenses against administrative budget, verify approve and process vouchers and bills.

Prepare cheques and handle administrative accounts, liaise with banks.

Verify & submit reports on stores and company fixed assets.

Coordinate statutory financial and ISO Audits.

Maintain records of ISO audits, statutory licenses, monitor and ensure validity of these licenses.

Liaise with statutory authorities e.g. Chief Controller of Explosives, Department of Labour, Excise, etc.

Agenda for various meetings, kept minutiae & record of incoming and outgoing emails.

Interact with departmental and business heads and followed up on pending assignments.

**M/s Coastal Infrastructure Ltd., Visakhapatnam**

**Company Brief:** *Sister concern of East India Petroleum involved in construction of the East India Terminal*

**Office Assistant (May 1996-June 1998)**

***Responsibilities:***

Prepare power point presentations for the Project Manager of East India Petroleum Ltd.

Prepare tender documents and make the comparative statement for contracts and equipment procurement

Place purchase orders and track delivery; followed up with the vendors/contractors for work progress.

Generate project implementation charts on weekly basis

**M/s Saptagiri Steel Traders, Visakhapatnam**  
**Stenographer, 1992 July to April 1996**

Educational Qualifications

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- Bachelors of Arts
- Shorthand English
- Typewriting both English & Telugu

IT Skills

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- Familiar with M.S. Office, MS Excel, MS Word and PowerPoint.

Personal Information

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Date of birth: 3 July 1969

Languages known: Telugu, English and Hindi

**Signature**