

TADALA CHANDRA SEKHAR

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Career objective:

To work in a challenging environment, utilizing my skill and knowledge to be the best of my abilities and contribute positively to my personal growth as well as growth of the organization.

Professional Summary:

- Currently working as an Assets executive in Wells Fargo EGS India Pvt.Ltd.
- Over **1 year 5 months** of experience in asset management.
- Payroll is RCS Tech LLP.
- Having good knowledge in RCS tool which is our internal tool.
- Having good knowledge on GRN process.
- Good knowledge in the process of movement of assets both inward and outward.
- Handling all the team meetings.
- Ability to maintain good relationship with vendors and end users.

Technical Skill set:

- Operating System : Windows 7/8.1 & 10
- Languages : C, C++
- MS Office
- Others: Git, Oracle basics

Education Qualifications:

- Bachelors of Technology in Electronics & Communication Engineering from Centurion University of Technology and Management (CUTM) with Aggregate of 70%
- Intermediate from Board of Intermediate Education with Aggregate of 78.3%
- SSC from Board of Secondary Education with an Aggregate of **70%**.

Roles & Responsibilities:

- Updating and maintaining the trackers on daily bases.
- Sending mails to the vendors for the delivery of the materials on purchase orders (PO) bases.
- After receiving the materials send mails to the end users to collect the material.
- Generating repair/replacement request for the faulty devices.
- Tracking of repair and replacement request of the devices.
- Playing an important role in all the tasks in entire process.

Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Place: Hyderabad

Date:

Signature