**TADALA CHANDRA SEKHAR**

Main +91 8897786735,

SURYA APPARTMENTS,

S R NAGAR,

HYDERABAD - 500038.

# tadalachandrasekhar@gmail.com

## 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 executivein Wells Fargo EGS India Pvt.Ltd.
* Over **1 year 6 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: Oracle basics.

**Professional experience:**

Designation: TEAM LEAD-Asset Management Services

Company: Wells Fargo India Pvt. Ltd.

Duration: March 2018 – Till Date.

Working in Wells Fargo India Private Limited as a Contractor basis and my Pay role company is RCS Technology.

**Description:**

Maintaining Asset Management Tool called as “AMS’ Tool. Uploading PO’s in to AMS tool, updating the Assets data like Cisco IP Phones, HP Thin clients, Dell Laptops, Monitors & Servers and AV Assets.

## 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 doing GRN to required Assets and 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 and sending mail fall ups to the end users.
* 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