

Shravan Kumar Tangallapaly

Contact No: 9573768039

Email: shrav1983@gmail.com

Career Objective

Build a career with a leading corporate in Finance or banking industry and to work alongside committed and dedicated people, which will help me to explore myself fully and realize my potential. Also to work in an innovative and competitive world.

Professional Experience

1. Jr. Manager/ DEO (Outsource Based) in Telangana State Handloom Weavers Co-Operative Society Ltd (A Telangana State Govt. Unit), Hyderabad - for 5 years (June-2017 to April-2022)

Job Responsibilities:

- Checking Stock (Uniform Cloth, Bedsheets, Carpets, Towels, Wool Blankets, etc.) received from Societies, Weavers, and other Divisions as per Bills, and accounts keeping of Stock disbursements to various Govt. and non-Govt. agencies.
- Prepare Credit Bills for what is Supplied to Govt/Societies Schools, Residential Colleges, and Departments.
- Prepare GT Issues Bills and GT Received Bills for stock issued and received from own Dept. Divisions.
- Prepare Credit Bills to TSMSIDC, TSMFC, Dept. of Family, Health Welfare, Municipal Depts. etc.
- MIS statements Prepared for Departments, Societies, Divisions, Head Office etc.
- Data Entry in systems using MS Office
- MIS statements Prepared for Transporters for the Supply of Stock.
- Typing Letters using MS Word and other (Telugu) Important Text Documents.
- Prepare E-WAY Bills for supply stock through Vehicles.
- Stock Internal Audit Work with Bills. (Checking).
- Preparing of Voucher Bills
- Checking and Scrutiny of Transport Bills.
- Filing Documents, and Bills as per department.

2. Worked as a Part-Time Clerk in Dr. BRAOU Study Centre, Nalgonda

- for 2 years (from Apr-2015 to 2017-Mar).

Job Responsibilities:

- MIS statements preparation for Students' details (Group Wise, Subject Wise, etc.)

- MIS statements preparation for Examination Branch.
- Letter Typing and preparing for Advertisements using MS Word.

3. Worked as a Jr Officer in Manappuram Gold Loans Finance Limited, Hyderabad

- for 3 years (from March- 2010 to 2013-Dec).

Job Responsibilities:

- Provide Customer Services about Gold Loans.
- Provide Operational Service to Customers.
- Maintain Cash Transactions.
- Intimate to Customers for Collecting Gold Loan Premiums within a Tenure.
- Checking Transaction Bills at the end of the week.

Educational Qualifications:-

Course	Board / University	Institution	Year	Percentage/ Grade
MBA (Finance) N.B: Project completed on Commodities Trading in Stock Market during the course	JNTU	Tirumala Engineering College	2009	63%
M.Com	OU	OU-PGRRC	2007	52.4%
B. Com	OU	Nagarjuna Govt Degree College, Nalgonda	2005	54.8%
CEC-Inter	BIE-AP	Tirumala Sahakara Junior College, Thirumalagiri	2001	54.7%
SSC	BSE-AP	ZPHS-Chennur.	1999	45.3%

Other Details

Notice Period: N/A, can join immediately

referred Location: Hyderabad / Secunderabad

Father's Name: Satyanarayana

Mother's Name: Upendra

Date of Birth: 15th June, 1983

Disability: PWD (Person with Disability, Ortho/Locomotor, Cerebral policy - 50% disability.

Curriculum Vitae

Shravan Kumar Tangallapaly

Contact No: 9573768039

Email: shrav1983@gmail.com

Gender: Male

Caste & Sub-Caste: BC-B (Vadrangi)

Religion: Hindu

Nationality: Indian

Marital Status: Married

Languages Known: Telugu, English.

Permanent Address:

T. Shravan Kumar

S/o; Satyanarayana

Post & Vill:- Jalalpuram, Mandal: Thirumalagiri, Dist: Suryapet - TS. Pin: 508223.

Current Address:

C/O Ramagiri Naresh

H-No-15-67, Gurumurthy Nagar, IDPL Colony Medchal Malkajgiri-Dist, Hyderabad City-TS, Pin: 500037

Declaration: I here declare that the information furnished above is correct to the best of my knowledge.

Date: ____/____/2023

Place: Hyderabad

(SHRAVAN KUMAR TANGALLAPALY)