

RAGAVI RAVI

+91-7010241848

✉ rragavi2020@gmail.com

CAREER OBJECTIVE:

Enthusiastic individual with superior skills in working in both team-based and independent capacities. Bringing strong work ethic and excellent organizational skills to any setting. Excited to begin new challenge with successful team.

OVERALL WORK SKILLS:

Inventory Executive

- Kept documentation and records accurate and up-to-date with latest data to prevent errors in processing or delivery.
- Completed scheduled inventory counts and supply audits to track the shipments and inform purchasing decisions.
- Drafted concise and accurate reports detailed inventory, trends and help for distribution to upper management and use in strategic planning.
- Recorded information, shortages and discrepancies to keep records current and accurate.
- Completed daily withdraw return process do in stock management link and physical inventory counts each end of the month.
- Checked prices and calculated totals for accurate invoice processing. Performed data entry and completed proper paperwork.
- Marked stock items with identification tags, stamps, electric marking tools or other labelling equipment.
- Worked with inventory manager and team members to understand supply needs and bring levels desired tolerances.
- EPR in Inventory and Requirement ordered in HQ.

OVERALL WORKING EXPERIENCE:

Current Experience

Company name : GIGABYTE TECHNOLOGY INDIA PVT LTD, Chennai.
Period : February 2019 to Still.
Designation : Inventory Executive
Dept. : RMA-Dept

ACADAMIC QUALIFICATIONS:

1. Basic Qualification (SSLC)(April 2013)

Percentage: 74%

STAR LIONS MATRICULATION HR SEC SCHOOL, Ayyampet, Thanjavur.
Tamil Nadu State Board.

2. Basic Qualification (HSC)(April 2015)

Percentage: 71%

STAR LIONS MATRICULATION HR SEC SCHOOL, Ayyampet, Thanjavur.
Tamil Nadu State Board.

TECHNICAL QUALIFICATION:

B.sc Electronics And Computer Science. (JULY 2018)

CGPA: 6.20%

Sastra University, Thanjavur.

CERTIFICATES:

1. RSA(Retails Sales Association)
2. ADCA(Advanced Diploma Computer Applications)

PERSONAL DETAILS:

Fathers Name : Ravi. A
D.O.B : 19-01-1998
Marital Status : Unmarried
Nationality/ Religion : Indian, Hindu
Languages : English, Tamil.

DECLARATION:

I certify that the particulars given above are correct and complete to the best of my knowledge and believe that nothing has been concealed by me.

Thanking You

Place:

Date:

Yours faithfully

RAGAVI.R