

## CURRICULUM VITAE

### BATTINI RAJU GOUD

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#### Objective:

“Seeking a challenging position in reputed organization where, I can use my educational qualification, academic knowledge and my interpersonal skills for the growth of organization and get opportunity to learn new technology and serve for the well being and social development of the society and surroundings”.

#### Career Objective:

My objective will be carrying out the responsibilities with effectiveness, efficiency and discipline. I will endeavor to be ready for challenging and remain steady to accomplish my objectives.

Looking for a challenging position in a dynamic organization, in which I can utilize my professional experience of **9 years** to its fullest extent as **storekeeper / Time Keeper** at the organization in achieving its goals and objectives.

#### Educational Background:

- **B.com (Bachelor of Commerce)** Passed in 1999 from Kakatiya University, Warangal, India

#### Personal Skills:

- Keep good relation and excellent dealing with the customers.
- Willing to learn and adapt new environment.
- Honest and reliable
- Reliable and good personality
- Ability to work effectively as part of a team
- Self-confident with proven communication skills
- Maintain high level of accuracy at all times

#### Working Experience in Kingdom of Bahrain:

- ❖ **Presently working as a Shelf Boy at Midway Supermarket in Kingdom of Bahrain 2017 to till date**

##### Job Profile

- ✓ Accept delivered packages and ensure proper amount is inside.
- ✓ Unload merchandise.
- ✓ Mark items with identifying codes, such as price, stock, or inventory control codes.
- ✓ Stock shelves with unpacked items.
- ✓ Ensure label is clear and visible.
- ✓ Compute price of merchandise.
- ✓ Keep records of sale.
- ✓ Ensure customer received product.

- ❖ **Worked as a Storekeeper / customer care service Asst. at SHARP (Roben's Store) from Oct 2016 to 2017**

##### Job Profile

- ✓ Maintain receipts, records, and withdrawals of the stockroom
- ✓ Receive, unload, and shelf supplies
- ✓ Perform other stock-related duties, including returning, packing, pricing, and labeling supplies

- ✓ Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping
- ✓ Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control

❖ **Worked as a Storekeeper at Panorama Engineering and Contracting Company at Kingdom of Bahrain from Oct 2013 to Sep 2016**

Job Profile

- ✓ Receives stores, and issues supplies and equipment and compiles records of supply transactions aboard ship: Verifies that supplies received are listed on requisitions and invoices.
- ✓ Stores supplies and equipment in storerooms.
- ✓ Issues supplies.
- ✓ Inventories supplies and equipment at end of each voyage.
- ✓ May be designated according to department worked in as Storekeeper, Deck; Storekeeper, Engineering; Storekeeper, Steward.

**Working Experience in UAE:**

❖ **Worked as a Asst.Time Keeper at Al Naboodha Civil Engineering Contracting Company W.L.L in United Arab Emirates from 2008 to 2012**

Job Profile

- ✓ Compiles employees' time and production records, using calculator or computer: Reviews timesheets, work charts, and timecards for completeness.
- ✓ Computes total time worked by employees, using calculator or computer, posts time worked to master timesheet, and routes timesheet to payroll department.
- ✓ May calculate time worked and units produced by piece-work or bonus work employees, using calculator or computer, and be designated Time Checker or Work Checker.
- ✓ May locate workers on jobs at various times to verify attendance of workers listed on daily spot sheet and be designated Spotter.

**Personal Details:**

|                |   |                                   |
|----------------|---|-----------------------------------|
| Date of Birth  | : | 03/07/1978                        |
| Sex            | : | Male                              |
| Nationality    | : | Indian                            |
| Civil Status   | : | Married                           |
| Passport No    | : | K8268873                          |
| Date of Issue  | : | 20/03/2013                        |
| Date of Expiry | : | 19/03/2023                        |
| Place of Issue | : | Hyderabad                         |
| CPR No         | : | 780758200                         |
| Language Known | : | English, Hindi, Telugu and Arabic |

**Declaration:**

I consider myself familiar with communication aspects. I am also confident of my ability to work in a team. I hereby declare that the information furnished above is true to the best of my knowledge.

**Battini Raju Goud**