

GANGADHARI THOTA

P.O.Code: 505529,telangana, India

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OBJECTIVE

Seeking a challenging and dynamic career, this will utilize my knowledge, ability and experience. I see myself as a practical, flexible and self motivated with an ability to achieve set objectives independently.

WORK HISTORY

Period	:	July 2003 – May 2018 (15years)
Company	:	Ghantoot Transport&Gen.Cont.LLC (Road Section) (An ISO Certified Company) Abu Dhabi –UAE
Designation	:	Store Keeper
Projects	:	W.D.Maintenace C#298/04 – Taweela Moh'd Bin Zayed City C#953/4-1 Moh'd Bin Zayed City C#953/4-3 Internal Roads in Musaffa C# 228 Al Ruwais by Pass Khalifa Port Industrial Zone Abu Dhabi – Dubai Road E311

EDUCATIONAL QUALIFICATION

Intermediate – Plus Two from Board of Higher Secondary

Matriculation – SSLC

Language Known : English, Arabic, Urdu & Telugu

COMPUTER SKILLS

- M.S.Office (M.S.Word,Excel,Powerpoint, Access)

SPECIAL SKILLS

- Knowledge of Store **Oracle System**
- Knowledge of Store **ERP System (EzBuisness)**
- Knowledge of filing system and procedures
- Able to think and work independently and quickly resolve problems
- Ability to manage time effectively
- Ability to perform work with efficiency
- Ability to communicate at all levels
- Well exposed and versed with general office admin and routine works

NATURE OF WORK EXECUTED

- General Office administration in fully computerized environment
- Filing and mailing maintenance
- Coordinate with site engineers and foremen for their site requirement and arrange it on time.
- Arranging transport to suppliers as well as site
- To Issue and Deliver Materials to Various Units, Departments and Individuals
- To Manage Inventory Control System
- Handling incoming and outgoing faxes
- Document control
- Handling Store Accounting
- Preparing inquiries, getting quotation from suppliers and making comparison sheet
- Receiving of materials delivered to project site and ensure they are checked physically against LPO and delivery documents
- Maintain stock control manually and prepare stock reports
- Prepare vouchers while transferring asset / materials , and preparing receipt voucher for supplier's payments
- Preparing daily stock movements – in and out
- Control Site equipments and survey instruments
- Follow up

PERSONAL DATA

Date of Birth	:	15/06/1973
Place of Birth	:	India – Telangana
Sex	:	Male
Marital Status	:	Married
Religion	:	Hindu
Passport No	:	R 8201105
Place of Issue	:	Abu Dhabi
Date of Issue	:	25/07/2017
Date of Expiry	:	24/07/2027

GANGADHARI THOTA**00916302953619****Gangareddythota73@gmail.com**