RESUME

### K. Dev Raju

Camp – 1, Bhilai Shanti Para

Ward – 21, Near Hyderabad Colony

Dist-Durg, Post - Supela

Chhattisgarh - 490023

Mobile No. +91 9981314233

Email – [devraju511@gmail.com](mailto:devraju511@gmail.com)

devraju511@rediffmail.com

**Objective:**

To secure a challenging position in a dynamic organization with environment that will allow me to expand my education & accumulate knowledge.

**Academic Record:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | Class | Board/ University | Division | Passing Year |
| 1. | 10th | M.P. Board | II Division | 2000 |
| 2. | 12th | C.G. Board | II Division | 2003 |
| 3. | B.A. | Pt. Ravi Shankar University, Raipur | II Division | 2006 |

**Computer Skill:**

1. Completed **M.S.Office** Package

2. Completed One Year **Computer Diploma Course** (Advance Diploma in Information System)

**EXPERTies**

1. M.S. Excel, M.S. Power point (Presentation work), Data Record

**Experience:**

1. Presently working in **M/s** **Petro General Engineering Works**, Bhilai as a Purchase Executive since 11/05/2009 to till Date.

**KEY SKILL.**

o Purchase Order / Quotation /Enquiries/Vendor Registration.

o Materials & Stock analyses

o Despatch followup

o Despatch Documentation

o Filling Tender (Offline & Online)

o Preparing Monthly Report.

o Bill Clearance of suppliers.

o Reconciliation of Materials.

**o Excellent Knowledge of computer application (MS Excel, MS Word)**

**o Excellent Knowledge of Online Auction.**

o Co-ordination with Staff.

o Negotiation with vendors.

o Preparing Comparative Statement.

o Regular follow-up with vendors for material chasing.

o Excellent Knowledge of ERP.

**Personality:**

1. Hard Working

2. Confident

3. Punctual

4. Honest

5. Determinant

6. Adjustable

7. Command on Communication Skill (Hindi, Telugu & English)

**OTHER ACTIVITY:**

Scanning Work, Photoshop, Corel Draw

**Personal Details:**

Name : **K. Dev Raju**

Father’s Name : Late. K. Anand Rao

Date of Birth : 05-11-1984

Sex : Male

Marital Status : Unmarried

Nationality : Indian

Religion : Hindu

Mobile No. : +91 9981314233

Address : **K. Dev Raju**

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**DECLARATION :**

I hereby declare that above particular furnished in this application are true, complete and correct to the best of my knowledge and belief.

**(K. Devraju)**