



t2rohith@gmail.com



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Bapatla, India



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SKILLS

Windows Operating

C, C++, Java, Dot. Net

Ms-Office

Typing

Skill

Adobe Tools

Corel Draw

LANGUAGES

Telugu

Native or Bilingual Proficiency

English

Professional Working Proficiency

Hindi

Native or Bilingual Proficiency

INTERESTS

Updating my skills

Reading Books

Majeti Rohith

Packaging Executive

Driven and resourceful Executive Packaging Assistant with more than two years of experience assisting with the work of high-achieving daily targets. Track record supporting professional needs with well-organized precision. Successfully manages high-volume workloads in rapidly changing environments.

WORK EXPERIENCE

Packaging Executive

Royale Marine Impex Pvt Ltd

02/2021 - Present

Sea Food Industry

Chirala

Achievements/Tasks

- Contribute to smooth functioning of packaging material requirements on daily basis.
- Taking internal LVF approvals from Quality, Production & GM.
- Filing all documentation & maintaining records & forwarded to Finance & Accounts Department every fortnight.
- Cross checking the received materials with Invoices.
- The invoices are forwarded to Finance & Accounts Department for accounts entry and payment processing after approval from the GM.
- Discarding unutilized packaging.
- Planning in co-ordination with Production & DPMS requirements
- Testing Packing material as per specification.
- CIJ Printer management for primary packaging.

Office Manager

Roopesh Educational Welfare Society

02/2018 - 01/2021

Man Power Supply in all Govt. Departments & Private Sector.

Tapepalli, Guntur Dist

Achievements/Tasks

- Processing the tenders for Govt. projects & their subsidiaries for various projects & Documentation.
- Creating EPF & ESI of Employees in REWS.
- Employees Salary Payments from our Bank.

Administrative Assistant

Sri Vasavi Communications

01/2014 - 01/2018

Travelling Agency

Bapatla, Bapatla Dist

Achievements/Tasks

- Coordinated travel arrangements by booking airfare, hotel, and rail transportation.
- Answered incoming phone calls and transferred to staff members or provide requested information.

CERTIFICATES

Concepts, MS-DOS, MS-Windows (12/2007 - 05/2008)

Ramsai Infotech, Bapatla

Certificate in GST (12/2017 - 01/2018)

institute for Accountants, Vijayawada

PERSONAL PROJECTS

Online Funds Transfer Management (01/2013 - 06/2013)

- Srikari Impetus Solutions (P) Ltd

EDUCATION

Master of Computer Appication (MCA)

Vision Institute of Science & Technology

2010 - 2013

Bapatla, Guntur Dist

B.Sc Computers

K.R.S.L Degree College

2007 - 2010

Bapatla, Guntur Dist