**NAVEEN REDDY.G**

**JOB SKILLS:**

* Knowledge in Quality documents Preparations.
* Knowledge in coordination for internal & external audits.

**PERSONAL DETAILS:**

**Father’s Name :** G.Madhusudhan Reddy

**Date of Birth :** 20th May 1993

**Gender :** Male

**Marital Status :** Unmarried

**Languages Known :** Telugu,English & Tamil

**No: 1-6-6,**

**Retapalli(village),**

**Chilakur(muddle),**

**Buddhanam(post),**

**Nellore(dist),**

**Andhra Pradesh - 524410.**

**Phone No:9160252839,**

**E-mail Id: gnaveenreddy405@gmail.com**

**CAREER OBJECTIVE**

* To pursue a challenging carrier in an organization that offers me learning opportunities and professional growth, which helps me to utilize

My skills for the growth of the organization.

**WORK EXPERIENCE:**

* Worked as a Apollo Medical Outlets for One Year
* Working as an Executive Manager, and Warehouse Stock Maintaining in the ICUBE CRM TOOL Chavas Apparels. From September 2017 up to JUNE 2021 Package: 2, 50,000 PA

**Job Responsibilities:**

* Handling complete warehouse focusing mainly on Inwards and outwards.
* Segregating the stock based on the product details.
* Warehouse Inventory management by using ICUBE CRM TOOL.
* Show rooms auditing and stock analysis.
* Workflow rules and permissions.
* Providing training to show room staff regarding the billing and stock handling and monthly sales.
* Setting-up new users and user maintenance.
* Basic platform customization (Filed, Page Layouts, Objects creation, etc...)

**SOFWARE PROFICIENCY**

* Proficiency in Microsoft Office tools (Word, PowerPoint, Excel)
* Knowledge in computer hardware and server administration.
* Knowledge in programing Languages like HTML, CSS, PYTHON.
* Knowledge in Force.com like Salesforce Administrator

**ACADEMIC CREDENTIALS**

|  |  |  |
| --- | --- | --- |
| **Institution** | **Year of Passing** | **Percentage** |
| N.B.K.R Institute of Science and Technology, BTech ECE, Vikrama Simhapuri University | 2018 | 57.07% |
| Sri Chaitanya Junior College, Nellore, Board of Intermediate (MPC) | 2011 | 64.5% |
| Prospero English Medium School, Gudur, Nellore, School of Secondary Education AP | 2009 | 68.2% |

**Declaration:**

I have leaded a team of production workers in order to fulfill my job responsibility. I follow my duty under less supervision and also I follow the rules and regulations of the company. I’m also a hard working person and learn quickly.

My current employer is very happy with my performance, but I view myself as somewhat of a troubleshooter, and most of the reorganization initiated here has already come to fruition, so I am eager to consider new challenges. Thank you for your attention to these materials. I certainly look forward to exploring this further.

I will make it may earnest endeavor to discharge competently and carefully the duties you may be pleased to entrust with me.

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

**Station: Hyderabad Yours Truly,**

**Date: [NAVEEN REDDY.G]**

Antonys Higher Secondary School, Thanjavur, [SSLC] 1999 50 %