**RESUME**

**G. RAMESH**

Flat No 101A, ICRISAT Colony

##### Near Suman Jr. college

Chandanagar Gangaram, Mobile: 08499966677

Hyderabad - 500050. E-mail: rameshg@hotmail.com

**Career Objective**

Seeking a challenging career where I can utilize my education and help me scale new heights and wish to be a part of the organization where there is ample scope for individual growth as well as organizational growth.

**Current Organization: SHIRIDI SAI ELECTRICALS LTD.,**

**Position : Sr. Executive Stores**

***Projects: NBPDCL IPDS PROJECTS WITH 33/11KV S/S (BIHAR)***

**Previous organization: AMARARAJA POWER SYSTEMS LTD (2013 – 2016)**

**Position : Stores Incharge**

***Projects: 33/220KV POOLING S/S and Transmission line (ANANTHAPUR DIST)***

**Worked At: M/s. ECI ENGINEERING & CONSTRUCTION COMPANY LTD., (2009 – 2013)**

**Position: Officer Stores**

**Clients Details**:-

(AP TRANSCO) 220/ 132/33KV Substation & Transmission Line in Andhra Pradesh

(MSETCL Project) 220/132/33KV Substation & Transmission Line (Multi & Double Circuits Lines) in Maharashtra.

**Job Profile** Maintaining of Stores

* Material control and issues, storage’s., Inventory check. & Insurance claims etc....
* Stock take & Sub Contractor Reconciliations with RA bill wise.
* Submitting of Purchase invoice to Account team before end of the month.
* All Indents Posting and Issue Material Consumption Value.
* Submitting GRN report for invoice reconciliation.
* Preparing ACC & MRC bills for Supply & Ageing analysis statements etc..
* To check and maintain the record of material received And Issued.
* Stock control and physical verification.
* Identification of all Items in the stock in the fields of Mechanical, Civil, & Electrical.
* Supervises packing, shipping and receiving operations.
* Maintains control records showing stock on hand; stock on order and stock used during Previous periods.
* Reviews stock records and recommends or initiates ordering of supplies to maintain adequate Stock levels.
* Assists with the receiving, storing and issuing of merchandise.
* Performs other duties as assigned.
* Sourcing and purchasing of material from suppliers.
* Strategic planning, Forecasting & scheduling & Inventory Management.
* Planning & procurement of Material from suppliers.
* Vendor development.
* Development of new Components with vendors.
* Managing purchased items inventory value well within target.

**Previous work: M/s. Analogics Tech India Ltd., as a Executive – Purchase/Stores. (2006-2009)**

ANALOGICS TECH INDIA LTD. an ISO 9001 Certified company is one of the leading and fastest growing companies in Industry and the Technology partner of Two Technologies Inc., USA. Leaders in manufacturing multi spectral fingerprint sensors. Reputed manufacturers of highly sophisticated Hand Held Computers, Wireless data products,

**Job Profile at Analogics Tech India Ltd., Stores**

**Position: Executive – Purchase**

* Sending Enquiries and getting quotations from vendors,
* Collection of samples and forwarding the same to R & D Dept.,
* Interacting with suppliers as well as indenter for price negotiation and order confirmation,
* Preparation of Purchase Orders,
* Follow up with suppliers for material status,
* Follow up with Courier / Logistics for getting material in time,
* Interaction with Finance Dept. For process of payment to suppliers,
* Preparation of material delivery status a presenting the same to Management,
* Define and direct guidelines to subordinates,
* Surfing on Internet for prospective suppliers

# EDUCATION QUALIFICATION

1. Completed Graduation BSc(comp) from Sri Shiridi Sai Degree college, affiliated to Andhra University, with an aggregate of 62%
2. Completed Intermediate from Bord of Intermediate Education A.P, with an aggregate of 64%.

# PERSONAL INFORMATION

Name : G. RAMESH

Permanent Address: 101A, Harmony residency ICRISAT

colony, Gangaram, Near Suman Jr. College. Hyderabad. 500050.

Fathers Name : G. Siva Sankara Satyanarayana

E-mail address : [rameshg@hotmail.com](mailto:rameshg@hotmail.com)

Date of birth : 08.07.1983

Languages Know : Telugu, Hindi & English.

Pakages : MS Office, ERP Pact, Tally

Pass port no : L3173207

Expecting CTC : 4.0 CTC

#### DECLARATION

I requested your good self to consider my application favorable and give me an opportunity to serve your kind control. I assure your good self that I would strive hard to bring credit to your esteemed organization

Thanking you,

Yours Faithfully,

**G. RAMESH**