

RESUME

KUNAM BHARGAVA REDDY

S/O Mr. K. MEENA SHAKER REDDY

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CARRER OBJECTIVE:

To work in a competitive and challenging environment where I can serve the organization and establish a career for myself.

PROFESSIONAL STRENGHTS

- Inclined to learn.
- Dedicated towards work.
- Flexible to work in any kind work environment.
- Enthusiastic towards learning opportunities, in Research and Development
- Having Sound Technical Knowledge & Strong Analytical skills.
- Active Team player & Knowledge sharing among the team.
- Active participation in Organizational / Technical activities.
- Ability to meet deadlines within time.

WORK EXPERIENCE:

Organization: Fourth Partner Energy Private Limited

Designation: Senior Executive Engineer

Duration: 11.02.2016 to till date

Roles & Responsibilities: -

- I have Good Knowledge on Solar Projects Installation work.
- Work on Gi And Al structures Checking at Vendor Location and Follow-ups with Vendor Status Of the Material.
- Check the Quantity and Quality of Material As per Design Standards with Prototype.
- Handling Direct clients by visits like Sterling.
- Negotiating with clients to close ARC's on consumables.
- Help team members in sourcing of new products as required by client.
- Plan & Implement new ways which can smoothen up the process.
- Client interaction & satisfaction.
- Preparing/Presenting daily MIS reports of Offline Quotation Team.
- Assign tasks to the team and help them completing the same.
- Make sure all the new vendors will be added to our portal.
- New Vendor development and vendor management.
- Preparing Projects Dc's and Stock transfers for Material movement.
- Procurement of all kinds of material (Civil, Mechanical & Electrical).
- Preparing purchase orders & ordering it to the concern suppliers for every item.
- Preparing GRN's.
- Preparing Waybills and Tax invoices through ERP.
- Co-ordination with transportation & arranging dispatch document.

- Maintain dispatch schedule.
- Ensure the quality & quantity of material purchase at site.
- Tracking of payments for goods ordered.
- Receiving & verification of quantity of goods as per challan and Purchase order.
- Co-ordination among planning /purchase/production & stores.
- Maintain records of goods ordered and received.
- Maintenance of Stock levels of BOM Consumable items
- Ensure before acknowledging the LR/Consignment note that the articles are received in good condition, as per numbers mentioned in LR/Consignment note, along with correct in warding documents.
- I have Good Knowledge about Logistics and Warehouse Related Works.
- Good Understanding About Stores Processor.
- I Have good Idea in imports of Materials.

TECHNICAL SKILLS:

Operating Systems	Windows family's
Other Tools	MS Office, ERP MS-Dynamics

EDUCATIONAL QUALIFICATION:

Degree	University/Board	Institute	Year & Percentage
B Tech (ECE)	JNTU A	DBS ENGINEERING COLLEGE, KAVALI	2015 with 60%
Intermediate	Board of Intermediate Education, AP	SRI CHAITANAYA JR COLLEGE ,ONGOLE	2011 with 65%
Secondary School Certificate	Board of Secondary School Certificate, AP	SRI CHAITANAYA HIGH SCHOOL, S.KONDA	2009 with 60%

PERSONAL INFORMATION:

Full Name : KUNAM.BHARGAVA REDDY
Date of Birth : 21/07/1994.
Sex : Male.
Marital Status : Single.
Nationality : Indian-Hindu.
Known Languages : Telugu, English and Hindi.
Hobbies : Surfing net, Reading Books & Continuous Learning About Updated - Technologies.

Declaration:

I hear by declare that all the information mentioned above is true to the best of my knowledge and belief.

Place:

Date:

(K. Bhargava Reddy)