

## RESUME

### KUNAM BHARGAVA REDDY

S/O Mr. K. MEENA SHAKER REDDY

Address: H.no: 1-92/2, Vidyanagar 6<sup>th</sup> line, Mulaguntapadhu  
Prakasam (Dist.), Andhrapradesh-523101

[Mail ID: bhargava.k403@gmail.com](mailto:bhargava.k403@gmail.com)

Mobile no: +91-9848985313

### 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 Ai 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	2015with 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)**