**CURRICULAM VITATE**

**NAME: A. NARAYAN REDDY**

**S/O: A. BISWANATH REDDY**

**AT: CHANDRA SEKHAR PUR**

**PO: POIRASHI**

**PS: PURUSHOTTAM PUR, DIST.GANJAM,**

**ODISHA, PIN: 761019**

**MOB:6372961144**

**Email-anreddy507@gmail.com**

**CAREER OBJECTIVE:**

To achieve a responsible in a professional organization with challenging Environment to prove my capability and efficiency for the growth of my career as well as the organization.

**EDUCATIONAL PROFILE:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Exam. passed** | **Board/University** | **Year of passing** | **% of marks** | **Subjects taken** |
| H.S.C. | B.S.E. Orissa, Cuttack | 1998 | 47.33% | Oriya, English, Mathematics, Science, Social science |
| +2 Arts | C.H.S.E. | 2000 | 40.00% | Oriya, Eng, Pol.sci. History, Mathletics. |
| +3 Arts | Berhampur University | 2004 | 39.00% | History, Pol.Sci, English, Oriya. |

**Knowing** Computer**: -**Having require knowledge of MS-Word, Ms-Excel, E-mail & Internet, & ERP (Purchase& Store module)

**Experience: (17 Years)**

**i) 2007 Jun to 2009 Jan.**

**Position: Asst. Store Keeper.**

**Name of the Company**  : M/s. GVR & Co. USBRL PROJECT, REASI, TUNNEL-3, (J&K), Project Cost:150 Cr.

**Experience**

**ii)2009 March. To 2012 Feb,**

**Position: Store & purchase Asst.**

**Name of the Company** : Gammon India Limited.

Wazirabad Bridge Project, (Signature Bridge, DTTDC, Delhi.) Project Cost:450 Cr.

**Experience**

**Position: Sr. Executive Store & Purchase**

**iii) 2012 March to 2014 June**

**Position: Sr. Executive Store**

**Name of the Company:** M/S. Max Infra(I) Limited.

JCRDIL Irrigation Tunnel Project, Warangal (AP.) Project Coct:200 Cr.

**Position: Sr. Executive Store & Purchase**

**iV) 2014 June to 2018 Nov.**

**MAX Infra(I) Limited.**

Tunnel No-5, USBRL Project (Jammu-Katra –Srinagar rail Link Tunnel Project)

Dist -REASI, Jammu & Kashmir**.** Project Cost:455 Cr.

**v)Position: officer store & Purchase**

**2018 Dec to 2019 Dec**

DS-MAX Properties Pvt. Ltd. APTIDCO Housing Project. PALASA(AP.) Project Cost:210 Cr.

**VI)POSITION: STORE & Purchase MANAGER**

**2022 May to Till Date**

**NARA CONSTRUCTIONS-RITIWIK PROJECT LIMITED(JV). RISHIKESH –KARAN PRAYAG RAIL LINK PROJECT.**

**Key Skill & Capabilities:**

*1)*Bill Verification.

2) Material reconciliation with suppliers’ bills.

3) Material posting in Store Ledger. (FIFO Method).

4) Materials Compare with Purchase Order, MTC, Weigh bridge Challan

5)Preparation of ‘A’ Class Material reconciliation (i.e. Sand, Aggregate, Dust, Steel, Bricks, Cement and Chemicals).

6)Preparation of Monthly stock statement. 7)Preparation of Material Recovery Statement of Project site & PRW’s.

8) Controlling HEMM Machinery & CONCRETE Equipment spares (**Sandvik TAMROCK**, Excavators, L2D Boomer & batching plant, Transit mixer Spares.

9) Controlling and Handling of all over Stores & Site,

10)Inventory Monthly Basis, Stock Verification,

11) Material Stacking & Document as per ISO Procedure.

12)Sub-contractor Issue and Debit Note,

13)Letter Correspondence with H.O./Other,

14)Collect quotation From Vendor’s, Preparation of Comparative Statement, Rate negotiation and Purchase Order placed to Supplier.

15)Day to day reporting in site office/HO.

16**)ERP Purchase & Store module**

Last Salary Drawn:65000/-Per Month

**STRENGTHS**:

I am hard worker, punctuality, responsibility, sincere and friendly nature. Quick adoption with different environment.

**PERSONAL PROFILE**

(a) Name : A. Narayan Reddy

(b) Father’s Name : A. Biswanath Reddy

(c) Date of Birth : 20.07.1982

(d) Nationality : Indian

(e) Religion : Hindu

(f) Marital Status : Married

(g) Sex : Male

(h) Language known : Odia, Hindi, English, (Write, Read, Speak)

(Telugu-can speak)

***D E C L A R A T I O N***

I do hereby declare that the above statements are true and correct to the best of my knowledge, belief and information.

Place:

Date: 27.06.2024 ***Signature of the Candidate.***