

RESUME

KalyaniReddy.Ravula

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KLR NAGAR, GHATKESAR,

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CAREER OBJECTIVES:

To work for a reputed company with commitment, passion and to produce quality work through my technical skills, thereby achieving natural growth for the organization and me as well. To take up a challenging career in financial management and accounts making use of all my acquired competitive programming and analytical skills.

STRENGTHS:

- Positive attitude in times of trouble
- Willingness to learn new skills.
- Ability to manage multiple tasks simultaneously.
- Good hard-working capability & Active in my performance & Concentrate.

EDUCATIONAL QUALIFICATIONS:

	Institutions /University	Year of Passed	College name	Specialization	
Degree	Kakatiya University	2015	Kakatiya university	B Sc(MPCS)	
Intermediate	Board of Intermediate Education, HNK	March 2012	Kakatiya mahila junior college	MPC	
S.S.C.	Secondary Board of Education	March 2010	ZPPHS Chinnamupram	State Syllabus	

TECHNICAL SKILLS:

Windows 7 & 10, MS office ,excel ,powerpoint.

Work Experience:

Purchase executive in (**MEDHA SERVO DRIVE PVT LTD**)

07/2018 - PRESENT

- Managed reports and documentation control.
- Negotiate price, terms, conditions and lead time reduction with suppliers.
- Maintained and updated purchasing records.
- Prepared cost comparison of material pricing.
- Evaluated and implemented Vendor Development Program.
- Coordinated projects to drive materials cost reduction.

PERSONAL PROFILE:

Name : Ravula.kalyaniReddy

Father Name : Ravula Anoop Reddy

Date of Birth : 24.05.1995

Languages known : Telugu, English, Hindi

Marital Status : Married

DECLARATION:

I am confident, positive & flexible in nature always to improve my knowledge in the field I work. My strong point is that I always try to achieve perfection in my work by working hard. I have the ability to share my ideas and vision while working as a Team member and also respect the ideas of others have a great inclination for Challenging Job.

PLACE: Ghatkesar.

DATE :

(Ravula Kalyani Reddy)