

## **CURRICULUM VITAE**

**Candidate Name** : **PETTIGADI VAMSHI**  
**Nationality** : **Indian**  
**Date of Birth** : **13.04.1998**  
**Gender** : **Male**  
**Languages Known** : **Telugu, English and Hindi.**  
**E-mail** : [Pettigadivamshi188@gmail.com](mailto:Pettigadivamshi188@gmail.com)  
**Contact No** : **056-919-4515**

### **AREA OF PROFECIENCY:**

Manages general office duties to ensure company processes run smoothly. Assists with department duties and corresponds with clients, customers, and vendors. Tidied to the highest standard, to create a pleasant environment for both staff and customers. Physically Fit and able to perform demanding duties such as lifting, carrying, bending and kneeling. Reliable and Punctual with an excellent attendance record and good time management skills. Willing to undertake Training as and when required. Now looking to progress to a supervisory role where I can fully exploit my skills and pass on my experience.

### **EDUCATIONAL QUALIFICATION:**

<b>Qualification</b>	<b>College, Institution</b>	<b>Percentage</b>
B.A	Telangana University	Doing
Intermediate (Bi.P.C)	Spoorthy Vocation & Junior College	76.80
Crop Production Management (C.P.M)	Spoorthy Vocation & Junior College	84.60
SSC	ZPHS(B), Chinnamallreddy	67.00

### **KEY SKILLS:**

- Knowledge of office management systems and procedures
- Exceptional Communication Skills
- MS Office
- Excellent Customer Care Skills
- Strong organizational skills with the ability to multi-task
- Excellent time management skills and the ability to prioritize work
- Inventory control
- Ability to Work Alone or As Part of a Team
- Working knowledge of office equipment

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**Working Experience: Sheikh Khalifa General Hospital – UAQ**

**Position: Procurement Office Porter 2017-Till Date**

## DUTIES AND RESPONSIBILITIES HANDLED

- Create and maintain filing systems, both electronic and physical
- Interacts with clients, visitors, and vendors
- Tender Document arrangements and Maintaining properly
- Bid opening committee arrangements
- Coordinate visitor meetings with Staff
- Developing and maintaining a data base for documents
- Keeping an inventory of office supplies and ordering new materials as needed
- Covers reception upon occasion
- Photocopies, scans, and files appropriate documents
- Maintains accurate records and enters data
- Performs additional duties when required

## **Technical Skills**

- PGDCA.
- MS OFFICE.

## DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

**(PETTIGADI VAMSHI)**

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