



CURRICULUM VITAE

SANTHOSH YELLAPU

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PERSONAL SUMMARY

- Name : Santhosh Yellapu
- Contact : 7337209566
- Date of Birth : 11-04-1986
- Marital Status : Married
- Nationality : Indian
- Language : English, Hindi, Telugu and Malayalam

JOB OBJECTIVE

To maintain a challenging position with a company that would value my education, expertise, ability and experience. To work with a team that has a strong work ethic and a safety conscious mindset.

PROFESSIONAL EXPERIENCE

From May 2018 to May 2020 Worked as a "Store Executive" Material Management Department NMC Royal Hospital Khalifa City , Abu Dhabi – U.A.E

PRINCIPAL DUTIES:

- Monthly Taking Inventory, Daily Check Physical Stock , and also check system Issue Materials Counting & take appropriate action for any Mismatch.
- Maintain Purchase Requisition Record, Negotiation with supplier, Placement of Order , Follow-up , Material Tracking .
- Stock Transfer Note, Sales Invoice, Trip sheets, pick Lists , ecommerce Delivery Documents,
- Co-ordination with our staff for Receipt of material at warehouse & smooth functioning of Inward activity, Prepare GRN for inward materials, issue of material.
- Store Management, SAP, ERP, Audit handling.
- Computer skills, Supply chain Management, Dispatch Planning, warehouse operations, store Management , quality audit , internal audit.

- Preparation of Goods Received Notes , Purchase Order, Purchase Requisition & Receiving of
- Quotation, Issuing of stock updating on daily basis.
- Leadership skills, problem Solving , Physical verification , inventory management , maintain materials stacking .maintain Monthly SAP report ERP/ SAP.

PROFESSIONAL EXPERIENCE

From Sep 2011 to April, 2017 “Store Receiving Assistant” in Material Management Department American Hospital Dubai – U.A .E

PRINCIPAL DUTIES:

- Support with all stores activities including:
 - a) Checking & verifying details of incoming deliveries against delivery notes & purchase orders
 - b) Receipt of orders on ERP system
 - c) Input data for all transactions out of stores
 - d) Preparing GRN against invoice
 - e) Accepting and processing deliveries
 - f) Recommend disposal of excess, defective or obsolete stock
- To assist with the ordering process for all stock items including medical consumables, housekeeping consumables and stationery, ensuring that the most competitive prices are paid for goods, taking quality into account.
- To utilize the accounting system to ensure efficient and timely ordering of stock therefore eliminating stock outs and costly same day/overnight deliveries.
- To ensure stock records within the accounting system are reviewed and updated on an ongoing basis, in particular, implementing price changes on a timely basis.
- To liaise and discuss all work undertaken with the store’s manager and hold weekly meetings to discuss issues as appropriate.
- To work within the health & safety guidelines set out in the company policy.

From Oct 2008 to August 2011 worked as a Logistic Assistant and Operator in Logistics Department at Agility Global Logistics JAFZA Dubai – U.A.E

PRINCIPAL DUTIES:

- Receive shipments and ensure both quality and quantity.
- Trace, track and expedite purchase processes.
- Create and maintain contact with vendors and customers to ensure timely delivery of goods.
- Interact with third party logistics service providers
- Ensure accuracy of all inventories.

- Maintain communication with ware house staff to ensure proper working order.
- Reviews bills, invoices and purchase orders.
- Assist customers with inquiries.
- Create picking lists and update shipment information in database.
- Organize files both manually and electronically
- Coordinate deliveries for repaired or returned items.
- Ensure that the warehouse has sufficient space for incoming deliveries.
- Conduct safety procedures for outbound shipment vehicle
- All kind of issues updated to line/Logistics manager.

ACADEMIC PROFILE:

- **B.Sc (Bachelor of Science) year of 2006.**
- **SAP Materials Management.**

IT PROFICIENCY

Operating system like SAP, MS Office, PPT, DTP, Internet, E-Mail, ERP system (Lawson and WMS-Exceed)

STRENGTHS:

- Good communication and inter personnel skills
- Good analyzing capability of intricacies of a particular event.
- Ability to work with team as well as lead it.

Conclusion & Declaration :

I hereby certify that above information are true and correct according to the best of my knowledge & My Experience. If selected I assure that I would perform to the best of my abilities, early awaiting a Positive response.

(Santhosh Yellapu)