

**MOKA EDUKONDALU****Store Keeper**

Mobile: 056-5704414

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**Job Objective:**

Organized and experienced store clerk/storekeeper, expert in maintaining the flow of goods to ensure accurate merchandise inventory.

**EDUCATION:**

S.S.C Secondary School Education with 7.2 GPA

**Professional Experience:**

Nandi Pipe Stores:

- Assist Cost Control in the monthly stock-taking
- Notify manager/supervisor of low stock levels in a timely manner
- Make periodical checks between records and actual stock and investigate any discrepancies and report to the Cost Controller immediately
- Check the price variance, if there is any difference, discuss with the Cost Control and Purchasing Manager
- Re – ordering of all storeroom items in time
- Maintaining necessary records with accuracy of information and should follow always FIFO method of issuing
- Review inventories for obsolete and slow-moving items and bring any such items to the attention of the Cost Controller for action

Paint Stores:

- Be aware of accident prevention and help to enforce safe work conditions -
- Update manager or supervisor on a weekly basis on slow moving & short expiry items in the store
- Assisting the Cost controller with the costing of Use records
- Breaks and meals - as laid down in the LSOP, two 15 minute breaks and one x 30 minute break for lunch or dinner, depending on hours of work
- No associate to be on property without signed authorization after working hours
- Overtime will be paid with manager's prior approval and signatures on time cards
- Will assist the supervisor with taking period end inventory

**Skills:**

- Working knowledge of, or ability to quickly learn, applicable University infrastructure, policies and procedures
- Ability to utilize interpersonal skills that contribute to a strong team environment
- Ability to operate forklift, familiarity with NU's financial system, some knowledge of chemicals

Highly responsible & reliable

- Strong planning and organizational skills with sense of priority for deadlines and attention to detail

- Ability to multitask, work in a fast paced environment and have a high level attention to detail
- Strong organizational skills with an eye for detail
- Ability to scan and print documents
- Ability to work independently with minimal supervision
- Ability to lift and move heavy objects

**MAIN RESPONSIBILITIES:**

- Maintained store facilities to ensure smooth functioning – Made arrangements and placed orders for new stock and supplies whenever necessary.
- Responsible for upkeep of various appropriate records of materials received.
- Received deliveries of new equipment and ensured that all the supplies were in proper order – Stored the supplies and items received in their designated place to avoid time wasted searching for items and general confusion.
- Issued supplies as per the demand of the clients and maintained records of payments.
- Maintained the budget of all the expenditures incurred and presented same to store managers.
- Reported to store manager on a regular basis regarding the need/demand of items so that the future orders could be placed accordingly.
- Monitored the functioning of store equipment and reported problems and failures to the supervisor.

**Personal Details-**

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|------------------|---|-------------------------------------|
| • Applicant Name | : | Moka. Edukondalu                    |
| • Date Of Birth  | : | 11-08-2001                          |
| • Marital Status | : | Single                              |
| • Nationality    | : | Indian                              |
| • Passport No    | : | T8540791                            |
| • Visa Status    | : | Expires on Nov20-2019               |
| • Hobbies        | : | Reading books, playing Cricket etc. |

**Languages:**

- English and Telugu (Mother Tongue)