

RESUME

M Naveen siva kalyan,
S/O. M Somasekhara Guptha,
Dommerapochampally,
Gandimaisamma,
Hyderabad,
Telangana -500043.

Mobile No: 9063286605
E-mail: nsk2535@gmail.com

CAREER OBJECTIVE :

Seeking an Opportunity to pursue a Suitable Role to Upgrade, Learn and Adapt Myself to meet the requirements of a company and as a part of a Team to implement my skills as a Key to the growth of the Organization.

Experience

Currently worked in warehouse department as a officer at M/s. Granules india Limited , Gagilapur Since May 2024.

Have worked in warehouse department as a Officer at M/s. Annora Pharma Pvt Ltd,Annaram Since April 2023-May 2024.

Have worked in warehouse department as a Junior Executive at M/s.ESPI Industries & Chemicals Pvt Ltd,Uppal from Jan 2022-April 2023.

Have Worked in warehouse department as a technical assistant at M/s.Gravity pharma limited, Isnapur,Sangareddy district from May 2019 – Jan 2022.

EDUCATIONAL QUALIFICATONS :

Degree	Name of Institute / University	Year of Passing
Bsc Chemistry	Acharya Nagarjuna University	2022
Diploma	Indian school of business and management	2018
SSC	APOSS	2017

JOB RESPONSIBILITIES

- Receipt and issuance of raw materials and packing materials.
- Responsible for Batch Dispensing activities.
- Performing MRN activity and assigning Batch Numbers for received consignment.
- Perform De dusting activity for received raw materials and packing materials.
- Perform random weight weighing for received materials.
- Identification of received raw materials against approved vendors.
- Filling of status boards and bin cards.

- Performing type A, Type C cleanings for dispensing booth and sampling booths.
- Cleaning of accessories used for sampling and dispensing.
- Initiating test request forms for sampling of received raw material and packing materials.
- Responsible for daily housekeeping activity of work location.
- Performing Daily calibration activities of warehouse weighing balance.
- Segregating raw materials based on quarantine, approved , rejected materials and packing materials.
- Performing dispensing activity based on request from user departments according to FIFO.
- Recording temperature monitoring and humidity records of warehouse storage area.
- Responsible for any other works assigned by my HOD.

TECHNICAL SKILLS:

- Knowledge On Basic Computer skill
- Ms. Office
- Internet

ABOUT ME:

- ❖ Motivate my self
- ❖ Hard working
- ❖ Self confidence
- ❖ Patience

PERSONAL PROFILE :

Name : M. Naveen siva kalyan,
 Fathers Name : Soma sekhara guptha,
 Date of Birth : 23-05-1997
 Sex : Male
 Nationality : Indian
 Marital Status : married
 Languages Known : Telugu, English and Hindi.

Address:

S/O. M.Soma sekhara guptha,
 Plot no- 78,
 Dommerapochampally,
 Gandimaisamma,
 Hyderabad,
 Telangana-500043.

DECLARATION:

I hereby declare that all the above-furnished information is true and correct to the best of my knowledge and belief.

Place :

Date :

M.Naveen siva kalyan.