

RESUME

UPPULURI PAVAN KUMAR

ContactNo:7989617246

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CAREER OBJECTIVE:

To ensure challenging position in a growing organization when I would be able to utilize my capabilities to the best extend and, in the process, add value to the organization and my Career.

EDUCATION QUALIFICATION:

Course	Institution	Board/University	Year of Passing	% of marks
Degree (B.com Computers)	DNR Degree College	Adikavi Nannayya University	2023	5.30 GPA
Intermediate (C.S.E)	SNVT Junior College	Board of Intermediate Education	2019	7.56 GPA
SSC	Z.P.P. High School	Board of Secondary Education	2016	7.8 GPA

WORK EXPERIENCE:

- Presently working - Warehouse Department in OCIMUM LABS PVT LTD (Atchutapuram) from December -2024 to Till Date.

Job Responsibilities:

- Implementations of good housekeeping practices in ware house.
- Calibrations of weighing balances.
- Manpower handling in warehouse department.
- Identification, segregation and traceability of the raw materials, packing materials.
- Paste the labels on containers like Quarantine/ Under Test, Dispensing & loose Labels.
- Making arrangement quarantine, sampling and approved of the raw material and packing materials.
- RM -material storage, handling as per chemical compatibility.
- Raw material dispensing and Distribution from Warehouse to production.
- Face the Internal and external Audits.
- To Maintained Warehouse and Finished Goods area clean and presentable for audit.
- Maintain the documents and records related to Ware house & Engineering Stores.
- Solvent tanks unloading & pumping to plant. Received the sampling and dispensed of Raw Materials and Packing materials.

- Identify the materials which are due for Retesting on monthly basis and inform to respective department for sampling of the same.
- Recording of Temperature, Relative Humidity and Differential Pressure in stores and Finished Goods area.
- RM, PM & Engineering Material Storage, handling and chemical compatibility.
- Receiving of Raw materials and Packing materials and Prepare Material Receipt Note (MRN).
- Handling Of Engineering & Laboratory Chemicals Receipt and Issuance of Monthly Report.
- Apart from above responsibilities, shall perform any other work assigned by Warehouse HOD.

Technical Skills:

- M.S. Office, M.S WORD @ M.S Excel

STRENGTHS:

- Hard working
- Positive Minded
- Ability to work in team as well as individual

PERSONAL PROFILE:

Name : UPPULURI PAVAN KUMAR
 Father's Name : U. VENKATESWARA RAO
 Date of Birth : 04/11/1999
 Gender : Male
 Marital Status : Unmarried
 Nationality : Indian
 Religion : Hindu
 Languages Known : Telugu @ English
 Address : K Illindalaparru Village
 Iravaram Mandal West Godavari Dist. (AP). 534217

DECLARATION:

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

Place:

Date:

Yours Faithfully

(U. PAVAN KUMAR)