

KANAKA SANKAR SIRIPARAPU

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Professional Synopsis

Seeking challenging and progressive career with an organization where knowledge will contribute to its growth and work environment and challenges will help developing my skills in establishing me as a strong individual.

Academic Details

- Bachelor of Computer Science & Information Technology, JNTUK Kakinada, May 2008.
- Microsoft Office Training.

Professional Experience

Logistic Incharge/Store Incharge

HBBP Health Care Group - UAE December 2020-Present

- Maintained store facilities to ensure smooth functioning, made arrangements and placed orders for new stock and supplies when ever necessary.
- Transfer the items to different sections as per the standard requirements.
- Prepare Daily reports and send to supervisor.
- Making reports of the issued materials on daily basis.
- Maintain the warehouse, records area and store area in a neat and orderly manner.
- Updating the records in a computerized environment and as well as register.
- Responsibility of Receiving/Sending goods.
- Maintain Records confidential file destruction.
- **From 2019 August to 2020 November** worked as cashier in grocery.
- An accomplished professional with **5 Years** of Experience in the area of Accounts and Transactions.
- Previously associated with **SASI group of Engineering Colleges**, as Office Admin & Accountant.
- Complete all assigned data entry request and tasks within required time frames while maintaining a high-level of quality.
- Thorough knowledge and excellent knowledge of modern office practices and procedures.

- Contact customers to resolve any issues with their source data.
- Compiled, sorted, and verified the accuracy of over 5000 data points a day, while generating daily reports and project progress.
- Organized source data by sorting information according to established entry procedures.
- Conducted secure follow-up phone call and emails to acquire clarification on missing or erroneous data from the client.
- Proficient in general office duties, including Microsoft Office and knowledge of basic business techniques and methods of using standard word processing, spreadsheet, database and other office software and equipment
- Worked as **Computer Programmer** in Swarnandhra College of Engineering & Technology from September 2009 to April 2013.

Functional Expertise

- Made customer and account changes and upgraded the information by inputting new data and reviewed account output after editing
- Help with stocking and merchandising to maximize sales and provide a pleasant shopping experience.
- Responded to updating database in a fast-paced, high-volume call center.
- Maintained and Managed by Daily Tasks.
- Maintained knowledge of weekly ads, advertised specials and other promotions.

Declaration

I hereby declare that the above-mentioned information is true in best of my knowledge and belief.

DATE :

(S K SANKAR)