

# VINITH KUMAR ADUVALA

Ma'ameer Bahrain , ,  
+973 33740698 | vineetaduvala@gmail.com

## CAREER OBJECTIVE

To work in a challenging atmosphere by exhibiting my skills with utmost sincerity and dedicated smart work for the growth of your esteemed organization along with mine.

## EDUCATION

- **Mallareddy Engineering college, Hyderabad**  
Computer Engineering  
60.55%

## EXPERIENCE

- **Wellcoat Paint manufacturing company (Al Nahda International chemicals)** -  
Store keeper  
  
Duties:  
Making Invoice and Delivery Notes  
Maintain receipts, record and daily sales reports  
Receiving orders from Customers, Collect and disburse funds from cash accounts and keep records  
collections and disbursements
- **Awal Readymix Concrete W.L.L. - ARMCON** *May 2018 - Present*  
Store keeper  
  
Duties:  
As store keeper Generating Local purchase order(LPO), Receiving Materials from customers and making Goods receipt notes(GRN).  
Receiving Invoice from customers and submitting to accounts department and keep records.  
Maintainig physical stock, daily Diesel stock records.  
Timely submitting documents, submitting Monthly reports to Accounts Department

## TECHNICAL SKILLS

- Java, C, C++
- MS-Office, ERP system
- Other Packages: Power point, Photoshop

## PERSONAL STRENGTHS

Excellent Computer skills, Good Interpersonal, Good talking skills and Convincing skills, Highly motivated and capable of working on own initiative.

## PERSONAL PROFILE

- Date of Birth : 04/03/1996
- Marital Status : Single
- Nationality : India
- Languages : English, Hindu, Telugu and Tamil
- Passport details : N7600835

## DRIVING LICENCE DETAILS

- License number : 960324763
- First issue - Expiry date : 14/02/2019 - 13/02/2024

## REFERENCE

### **Bhanu dutta - "Supervisor of Store Management "**

Awal Readymix Concrete Co W.L.L  
+973 35613618

### **Shahzad Ali - "Senior Store Keeper "**

Awal Readymix Concrete Co  
+97333847451

## DECLARATION

I hereby declare that all the particulars furnished by me are in this application are true correct and complete to the best of my knowledge and belief.

**VINITH KUMAR ADUVALA**