

Nagendra Prasad Perka

Resume

Address:

Plot no. 112M, Sagar Residency
Raganaguda, Turkayamjal Municipality ,
Abdulapurmet , Rangareddy
Telangana, PIN: 501510
Hyderabad-INDIA.

Mail ID: pnprasad32@gmail.com

Ph: +91 8886041055

Areas of Expertise: -

Job brief: - We are responsible for the overall supply chain management. Logistics Manager responsibilities include organizing and monitoring storage and distribution of goods. The goal is to manage the entire order cycle so as to enhance business development and ensure sustainability and customer satisfaction.

Role: Dispatch Team Leader: -

Company: Yana Mobility India Pvt Ltd (Known as Think Embedded Pvt Ltd), Hyderabad.

Duration: April 2017 to till date (6 years+)

Responsibilities:

- To Maintain Customers data
- Email communication with customers for dispatch detail.
- Vendor management.,
- Product supply chain management.,
- Employee onboarding, verification and salary management.,
- Follow up the Customers Balance.,
- Payment to Vendors(Suppliers) on time basis
- Store-Stock Maintenance
- Comply with laws, regulations and ISO requirements

Quick book Accounting Software: -

- Prepared Invoice
- Prepared E-Way bills
- Prepared Gate Pass
- Prepared Purchase Orders
- Prepared Quotations

Customers Relationships Maintenance: -

- Vendor management including maintenance of customer's database
- Planning and managing logistics, warehouse, transportation and customer services
- Keep track of quality, quantity, stock levels, delivery times, transport costs and efficiency
- Arrange warehouse, Catalog goods, plan routes and process shipments

Role: Administration Assistant

Company: Think Embedded Pvt Ltd., Hyderabad

Duration: April 2013 to March 2017 (4 years)

Responsibilities:

- Accounts and Finance management
- Vendor management
- Product inventory management
- Employee onboarding, verification and salary management.,
- Team Coordinates

Role: ATO

Company: Govt. Industrial training institute (ITI), Medchal, Hyderabad

Duration: June 2006 to 2011 (5 years)

Responsibilities:

- Co-ordination, teaching and documents filing and lesson planning for Electrical Department and Computers

Academic Credentials: -

S. No.	Study	Board/University	Year
1	ITI Training (Electrical)	Govt. ITI, Musheerabad	2009 – 2011
3	B.Tech (CSIT)	Guru Nanak Engg, College, Hyderabad	2002 – 2008
4	12 th	APSWRJ College, Hathnoora	1998 – 2000
5	10 th	APSWR School , Ibrahimpatan,	1996 – 1998

Personal Information: -

Date of birth	• 01 June 1983
Gender	• Male
Father	• P.Ramachandraiah
Mother	• P. Manemma
Languages known	• English, Hindi, Telugu
Computer Skills	• MS Power point, MS Word, MS Excel,
Accounting Software Package	• Quick Book and ZOHO
Marital status	• Married.
Pass Port Number	• Y9237114

Permanent address

- **Turkayamjal, Hyderabad – 501510, Telangana, India**

DECLARATION:

I hereby declare that the above-mentioned information is correct to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Date:14.06.2024

Place: Hyderabad

(Nagendra Prasad Perka)