

SRIGADDE RANJITH

Date of birth: 06/06/1992 | **Nationality:** Indian | **Phone number:** (+974) 33982322 (Mobile) | **Email address:** srigadderanjithchary@gmail.com | **Address:** United Driving School, Wholesale Street, Doha Qatar, P.O Box: 18238

About me:

To take a prominent role in an organization, use all of my strengths to sustain, and apply my skills to excel in the pool of professionals, always be open to acquire knowledge and to enhance my skills, and thus make me a part in company's growth.

● WORK EXPERIENCE

April 2023 - Oct 2023 Qatar

DRIVER ASEC FMS QATAR (FREELANCE)

- Safely transporting company staff as well as various products and materials to and from specified locations in a timely manner.
- Schedule regular car service appointments and report any issues.
- Adjust the route to avoid heavy traffic or road constructions, as needed.
- Assist clients with loading and unloading their luggage.
- Reporting any accidents, injuries, and vehicle damage to management.
- Keeping the company vehicle clean and properly maintained by performing regular washing, cleaning and vehicle maintenance.

Aug - 2022 - Feb 2023 Cambodia

ARCHIVES CLERK FREELANCE

- Supporting educational activities in the local community.
- Keep records of documents filed or removed, using logbooks or computers.
- Add new documents to file records, and create new records as necessary.
- Gather documents to be filed from departments and employees.
- Perform general office duties such as typing, operating office machines, and sorting mail.
- Scan or read incoming documents in order to determine how and where they should be classified or filed.
- Place documents into storage receptacles, such as file cabinets, boxes, bins, or drawers, according to classification and identification information.
- Track documents removed from files in order to ensure that borrowed files are returned .

May 2018 - May 2019 DUBAI, United Arab Emirates

ARCHIVES CLERK FOSTER CONSULTANTS

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March 2014 - March 2016 DOHA, Qatar

STORE IN CHARGE GENERIC ENGINEERING TECHNOLOGIES

- Coordinate incoming and outgoing stock, deliveries, and logistics.
- Monitor stock levels and carry out periodic stock takes.
- Record all stock movement and deliveries in the database and prepare regular reports.
- Manage warehouse costing and budgeting.
- Ensuring compliance with all Health and safety regulations.
- To exercise general control over all activities in the store department.
- Ensure safe keeping both as to quality and quantity of materials.
- Responsible for checking and maintaining all materials & equipment at the store.
- Prepare the monthly report for stock orders.
- Make the GRN (goods receive note) report and Material issue and Stock order report as per company rules.
- Invoice checking for certification (if material received or not).
- Weekly reports and monthly reports preparing

● **EDUCATION AND TRAINING**

2010
12TH Board of Intermediate Education Andhra Pradesh

2008
10TH Board of Secondary Education Andhra Pradesh

12/2014 Doha, Qatar
MANAGING SAFELY Institution of Occupational Safety & Health

Address Doha, Qatar
11/2018 Oman, Muscat
IMS INTERNAL AUDITOR (TUV NORD)

Address Oman, Muscat

● **LANGUAGE SKILLS**

Mother tongue(s): **TELUGU**
Other language(s): HINDI

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken Production	Spoken interaction	
ENGLISH	A2	A1	A2	A2	

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **ADDITIONAL INFORMATION**
ORGANISATIONAL SKILLS

- Skills & Strengths**
- Hardworking
 - Multitasking
 - Sincere & Responsible
 - Attention to details
 - Self-motivated
 - Teamwork
 - Can work in shifts & for longer durations.
 - Time Management

TECHNICAL SKILLS

- Packages : MS Office 2007, 2010 & 2016
- Operating systems : Windows,7,8,10

BIOGRAPH

- Passport Number / Expiry Date : U8699184 / 25 Feb 2031
- Marital Status : Married
- QID / Valid : 29235608352 / 09 Mar 2024 / Transferable / NOC Available.
- Driving License : 29235608352 / 15 April 2028

RECOMMENDATIONS

WILL BE SUBMITTED, ON REQUEST