

CONTACT

PRAJITH A P

📍 TAMILNADU INDIA

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POSITION APPLIED FOR

- Supervisor

OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization.

EXPERIENCE

JAN - 2017 - STILL
NOW

- **Store Keeper & Store Incharge**
R J AUTO AGENCY & TWO WHEELER PARTS
 - * Monitoring the functioning of store equipment
 - * Maintained store facilities to ensure smooth functioning made arrangements and placed order from new stock and supplies whenever necessary
 - * Responsible for upkeep of various appropriate records of materials received
STORE KEEPER & STORE INCHARGE
 - * Received deliveries of new equipment and ensure that all the supplies in proper order stored the supplies and items received in their designated place to avoid time wasted searching for items and general confusion
 - * Issued supplies as per the demand of the clients and maintained records of payments
 - * Maintained the budget of all the expenditures incurred and presented same to store managers
 - * Reported to store manager on a regular basis regarding the need/demand of items so that the future orders could be placed accordingly

EDUCATION

2013 - 2016

- **B R AMBEDKAR UNIVERSITY SRIKAKULAM**
BSC (INFORMATION TECHNOLOGY)
65.5%

2012 - 2013

- **PACE COMPUTER EDUCATION HYDERABAD**
HONOURS DIPLOMA IN COMPUTER APPLICATIONS
79%

2010 - 2012

- **CSI V V I Hr SECONDARY SCHOOL IRENIPURAM**

SKILLS

- * Computer Knowledge: Microsoft office MS-Word MS-Excel MS-Power point *
Operating System : Linux, Windows xp, Windows 7 8 9 & 10 * Typing in English
language (Intermediate level)

INTERESTS

- Management sector , * Operation & Maintenance Feild,

LANGUAGES

- * English * Hindi * Tamil * Malayalam

STRENGTHS

- - * Flexibility and adaptability
 - * Learning agility, Quick learner
 - * Communication skills
 - * Positive attitude,creative a positive work environment

PERSONAL DETAILS

- - Date Of Birth : 14-10-1994
 - Marital Status : Unmarried
 - Nationality : Indian
 - Gender : Male
 - Father's Name : Mr, (Late) K.Prabhakaran
 - Mother's Name : Mrs, S.Ajitha

HOBBIES

- - * Reading Books * Listening Music * Cooking

DECLARATION FORM

- - I hereby declare that information give above is correct and true
 - Place : Tamilnadu
Date 18-04-2025
 - Truly
PRAJITH A P