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# MANERU RAJU

## TIME KEEPER, LIGHT DRIVER

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Doha Qatar ♦ =97477464024 ♦ reddyraju338@gmail.com

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### PROFESSIONAL SUMMARY

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Results-driven administrative support specialist with a track record of optimizing processes and improving organizational efficiency. Expertise in coordinating schedules, managing communications, and providing exceptional support to executives and teams. Committed to leveraging skills to contribute to corporate success and drive operational excellence.

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### SKILLS AND ABILITIES

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- Collaborative skills
- Appointment coordination
- Office management processes

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### WORK HISTORY

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**Sales & Delivery Boy, 02/2023 - Current**

**UTA ( Nestle Qatar ) – Doha**

- Safely loaded items into delivery vehicle to minimize damage while in transit.
- Followed company policies and procedures during shift.
- Ensured timely deliveries by maintaining a strong work ethic and prioritizing tasks according to urgency.
- Obtained signatures from customers upon delivery of goods.
- Participated in staff meetings focused on improving operational procedures to enhance overall company performance.
- Maintained excellent vehicle performance with routine inspections, cleanings, and preventive maintenance.
- Managed multiple orders simultaneously, ensuring efficient use of time and resources during peak hours.
- Organized documentation related to deliveries such as invoices and proof of delivery forms for easy retrieval when needed.
- Handled receipt, storage, identification and delivery of products for clients.
- Utilized GPS technology to navigate delivery routes and avoid traffic congestion.

**Timekeeper, 06/2021 - 01/2023**

**UCC QATAR – Doha**

- Fulfilled role as timekeeper for The Ned Doha project from June 2021 through January 2023. Accurately documented work hours to facilitate payroll procedures. Engaged with teams to support adherence to schedules and objectives. Managed attendance records in collaboration with management for consistent reporting.

**Maintenance Storekeeper, 07/2012 - 02/2015**

**MATCO (Mahammed al-ojaimi Transformers & substation factory) – Saudi Arabia**

- Managed operations as Maintenance Storekeeper at MATCO (Mahammed al-Ojaimi Transformers & Substation Factory) in Saudi Arabia from 04-07-2012 to 15-02-2015.
- Maintained high levels of customer service, addressing inquiries and resolving issues promptly.
- Boosted workplace morale by fostering a collaborative and supportive team environment, recognizing individual achievements, and promoting open communication.
- Received product shipments and organized in stockroom storage area.
- Improved inventory accuracy by conducting regular stock checks and maintaining updated records.

**Electrician, 04/2009 - 06/2011**

**Build In Trading and Contracting,Doha Qatar – Qatar**

- I was Worked as a electrician in Build in trading & contracting co. W.L.L Doha Qatar. Period of 22-04-2009 to 01-06-2011.

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**EDUCATION**

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**BSc: Mathematics(discontinued), 01/2009**

**Intermediate: M.P.C, 04/2006**

**Government Junior College - Kodimyal, Karimnagar**

**GPA: Passed**

**Secondary School: 04/2003**

**Z.P.H School - Cheppial**

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**LANGUAGES KNOWN**

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**Hindi, English, Telugu and Arabic:**

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**TRAINING**

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**Training of Computer Applications-January to March 2008 passed in A grade**

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**PASSPORT DETAILS**

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- Passport No: P2116604
- Date of Issue: 2016-05-10
- Date of Expiry: 2026-05-09
- Place of Issue: Hyderabad

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**DECLARATION**

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I hereby declare that all the given information are true and correct in best of my knowledge and all of references are available upon your request, I hope you will consider my application and give me a chance to serve in your esteemed organization.