**RESUME**

**RAVI GOPAL SIDDABATTULA**

Room no 108- 15/16, Sadguru Chawl,

Bhimwadi, S.M.Road, Antophill Post,

Wadala (East), Mumbai – 400037.

Contact No: 09022778259/09321563713

E-mail id: ravi.siddabattula@yahoo.com

**PERSONAL DETAILS:**

**Date of Birth :** 11th January 1979

**Religion :** Hindu

**Nationality :** Indian

**Gender :** Male

**Marital status :** Married/ I have a daughter

**Language Known:** English, Hindi, Marathi & Telugu

**Career objectives:** To obtain challenging tasks as an responsible position where

I can contribute to the growth of the organization and as well as

mine with skills and hard work.

**PASSPORT DETAILS:**

**Place of Issue :** Mumbai

**Passport No :** F8929920

**Date of Issue :** 26/06/2006

**Date of Expiry :** 25/06/2016

**EDUCATIONAL QUALIFICATION:**

S.S.C Passed in March 1997- Maharashtra board

H.S.C Passed in Feb 2010- Maharashtra board

T.Y.B.Com Passed in Dr. C.V. Raman University, Bilaspur (C.G) in June 2018.

Basic Tally ERP 9(AT PAL INDIA COMPUTER EDUCATION)

**PROFESSIONAL& TECHNICAL QUALIFICATION:**

* Having successfully completed the prescribed course of Maharashtra state certificate in information technology (MS-CIT) on behalf of government of Maharashtra in the month of January 2010.
* Having passed in the Course of (Apprenticeship Training) under the Apprentices act 1961 at Alex Machine Tools Goregaon (w) Mumbai – 62 from October 2001 to September 2002
* Having Passed Prescribed Trade Test in the Trade of I.T.I as (Machinist) at St. Joseph’s Industrial Training Institute Kurla Mumbai – 70 from August 1999 to July 2001
* Having successfully completed( AutoCAD-2 Dimension) from 2/11/2000 to 31/5/2001 at DON-BOSCO computer academy Kurla Mumbai – 70

**WORK EXPERIENCE:**

Last worked as sales coordinator/executive cum operations at Techno Rise Industries

its an Industrial Hand Tools Supplier & trading co., a proprietor firm **for Stanley,**

**Proto Tools from USA. And Facom Tools from France.** At Masjid bunder, Mumbai

400003.

Working from June 2012.

**JOB PROFILE:** Coordinating with customers for sales& purchase of Hand tools,

Handling inbound calls and visiting the customers informing about the technical

details of products to customers to increase the sales. Preparation of Quotation,

proforma invoices and drafting emails, maintaining daily dispatch details.

**PERIOD**: From June 2012 to till date of May2019.

Worked as Store Keeper for T.M Mohamed ali . At 112, lohar Chawl, Mumbai -400002.

Its an all multi tools stockiest, supplier & trading co.

Worked from February 2010to May 2012.

**JOB PROFILE:** Requisition, receive for stock and issue of materials, supplies of

Hand tools parts and equipment utilizing a computer inventory control system.

Verify articles against purchase orders or packing lists and count and inspect the

Materials purchased, Selectproper storage areas and store articles in bins, racks,

shelves, floor etc.

**PERIOD**: 2 years and 4 months.

Worked as Assistant Store Keeper for Evergreen enterprises offshore supplier co.

At 63,Bombay timber market, signal hill avegnuv road, Rey road Mum400010.

Worked from September 2006 to December 2009.

**JOB PROFILE:** Responsible for the safe keeping of all stock of industrial tools

Located within the warehouse, Controls and monitors the movement of all inventory

items and ensure that inventory items are available when required. Works closely

with procurement Department &finance department.

**PERIOD:** 3 years and 4 month.

Worked for Alex Machine Tools, Goregaon (W) as a Machine Operator from

April 2003 to August 2006.

**JOB PROFILE:** Operating of milling machine, and machining various Types of

work jobs of machines, worked in fitting & assembling of grinding machines.

**PERIOD:** 3 years and 5 months.

**Summary in brief :**

* Experience in sales/ marketing , storage and material handling systems:

Coordinating with customers for sales & purchase of hand tools, handling inbound calls, informing technical details of products to customers, Preparation of Quotation, Invoices drafting emails and maintaining daily dispatch details etc. Going on field and executing the customer regarding the products technical details to increase sales.

* Total experience 15 years
* Experience in Sales and Marketing**:** 7 years.
* Notice period (i.e. time required to join)**:**Immediate
* Current location: Mumbai.

**Place: Mumbai, India**

**Date: / /**

**(RAVI GOPAL SIDDABATTULA)**