**CURRICULUM VITAE**

**SARALA RAVULA**

**E-mail:sarala.8884@gmail.com  
 Phone no: +91 7032031452/8801537636**

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**CAREER OBJECTIVE**:

To be associated with a progressive organization that gives scope to apply my knowledge & skills and to be part of team that dynamically works towards growth of the organization.

**WORK EXPERIENCE:**

I have 8+ years of experience as a Administrator, H R Services, Store Maintenance & Front Office

**TECHNICAL SKILLS:**

Operating systems : Windows 98/XP/2000/2003

Packages : MS Office

Typing Speed : 55wpm

**CAREER SUMMERY:**

1. Worked a office Manager in Sowjanya Enterprises from Aug’2017 to Apr ‘2018
2. Worked as a Office Admin Manager in HTL Aircon Pvt Ltd (Madhapur) Since Aug’2016 to Jun’2017
3. Worked as a Admin Incharge cum Store Manager in MJM Technologies, Somajiguda Since Sept 2015 to July 2016
4. Worked as an Office Admininstrator in Shinewell Facility Management Pvt Ltd Hi Tech City from May-2013 to May 2015
5. Worked as an Admin Cum HR in LaMclean, Gachibowli from May-2009 to 7th Feb-2013

**RESPONSIBILITIES:**

* Coordinating Incoming and outgoing calls
* Check & reply all e-mails on daily basis, in order to make sure no mail remain non-responded by the end of the business day
* Maintenance of Store inward and out ward material. Taking care of material bills and updating the inventory details in MS Excel and updating the same
* Material inventory details. Co coordinating with purchase department for material
* Adept at managing administrative activities involving purchase of equipments, maintenance of procurement, housekeeping, safety, security, employee induction etc.
* Asset Management of all Site operations assets across multiple locations.
* Understanding customer requirement & Providing good services to the customer
* Conducting interviews for required staff short listing, co-ordination, scheduling & interviewing candidates to assess skill match
* Following attendance from client location
* Handling the statutory Documents like ESI & PF. Generating ESI & PF Challans.
* Salary and Notice period negotiation and follow up with the candidates till they join the organization
* Issuing offer letters and appointment letters to new employees.
* Upkeep of office administrative facilities and ensure availability of daily miscellaneous requirements to provide harmonious work culture to employees
* Event Management, organizing meetings, conferences, making travel arrangements.
* Assigning Employee Code to new Joinee and taking Induction (explaining them about leave and Attendance policy)
* Maintaining the Housekeeping staff & Pantry Staff
* Calling Bank executive for opening new joinee Account (Debit card) for salary.
* Handle Administrative duties such as preparing Internal Memos/ Notices
* Preparing Quotation in Excel format based on Customer require
* Preparing Invoices and submitted invoices to client
* Maintaining all official records & Maintaining billing sheet
* Scanning invoices those we submitted.
* Specialization in handling back office operations, inter-office correspondence, confidential mails, quotations, monthly billing, cheques, etc.
* Handling Petty cash and maintaining the cash register
* Comparing the quotations from vendors, recommending best supplier/vendor after negotiations and sending to head office for approval

**ACADEMIC DETAILS:**

* Bachelor of Technology(B. Tech-ECE) from Vijay Rural Engineering College (JNTU) Nizamabad.in 2009 with 67.75%
* (Class X+2) From Board of Intermediate, in 2005 with 91.1%
* Class X from Board of Secondary Education, in 2003 with 88.88%

**STRENGHTS:**

* Ability to face new challenges
* Hardworking
* Multitasking
* Self-confidence and motivating to others
* Positive attitude with a pleasing personality
* Capable of working under pressure and meet deadlines as scheduled with quality in work

**PERSONAL PROFILE**:

NAME : Sarala Ravula

HUSBAND NAME : Srikanth

DATE OF BIRTH : May 16, 1988

GENDER : Fe Male

NATIONALITY : Hindu

MARITAL STATUS : Married

COUNTRY :India

PASS PORT NO : R4144987

LANGUANGES KNOWN : Telugu, Hindi and English.

ADDRESS :H No:301, Maruthi Nagar,Kanteshwar, Nizamabad

**DECLARATION:**

I hereby solemnly declare that the above furnished details are true.

Date:

Place: Hyderabad (Sarala R)