



RAMA REDDY

Passport: AB150388 | **Date of birth:** 27/03/1988 | **Place of birth:** India | **Nationality:** Indian |

Gender: Male | **Phone number:** (+91) 9000656290 (Mobile) | **Email address:**

ramareddy98@gmail.com | **WhatsApp Messenger:** +91-9000656290 |

Address: V.V.PALEM, WEST GODAVARI DISTRICT, 534124, TANUKU, India (Home)

ABOUT ME

Looking for as Opportunity to make Contribution of my professional knowledge at the right place and also to enhance skill enabling further upgrade my contribution to the organization.

WORK EXPERIENCE

BOOM CONSTRUCTION COMPANY – DOHA , QATAR

SUPERVISOR TIMEKEEPER & PAYROLL WORK(ADMINISTRATION DEPARTMENT) – 03/01/2018 – 20/07/2024

Duties and responsibilities :-

- Reviewing every timecard to ensure their employee's time is accurately recorded and complete
- Work with employee to resolve errors (i.e. missed punches, meal break adjustments, correct job)
- Approve the timecard by the supervisor approval deadline.

Driving License

Name

Rama Reddy Karri

Date of Birth

27-Mar-88

Issue Date

19-Feb-17

Validity

15-Feb-27

BOOM CONSTRUCTION COMPANY – DOHA , QATAR

Business or Sector Construction | **Department** Road

SITE & OFFICE TIMEKEEPER (LOGISTIC COORDINATOR & STORE KEEPER) – 15/02/2015 – 02/01/2018

The Role of Duties *and* responsibilities:-

- Visualize and facilitate logistics of the warehouse, transportation, and customer service.
- Communicate and negotiate with manufacturers, suppliers, vendors, and retailers.
- Supervise and organize orders of raw materials and equipment.
- Coordinate and monitor operations of the supply chain.
- Create new reports from the time and attendance system.

- As necessary, punches operators job cards, checks all labor sheets for accuracy and makes adjustments and/or corrections.
- Calculates elapsed time and incentive on each order.

EDUCATION AND TRAINING

06/2008 – 06/2011 JAUNPUR, India

DEGREE - BACHELOR OF SCINECE SRI GANESH RAI POST GRADUATE COLLEGE

Website [V.B.S. PURVANCHAL UNIVERSITY](#)

2006 – 2007 Bangalore, India

DIPLOMA PHARMACY SBD Institute Of Pharmacy (SBDIP)

Website https://www.google.com/search?q=sbd+college+of+pharmacy&sca_esv=578762367&sxsrf=AM9HkKII40gLwJMgBbBDeWf_5iodK_OvWTxc8PgaSrK44&gs_ssp=elzj4tZP1zcsyajlyihKNmCOUjWoME5KTDU0tUhMtkwxNU4xtrQyqDBNTDRPTLUwMzM3TzJMMTH1Ei9OSIFlz_JgvqAQMyLT4AQHIAQD4AQHCAGoQABhHGNYEGLADwglKEAAYigUYsAMYQ8ICChAAGIAEGBQYhwLCAgQQixgnwglEAAAYigUYsQMYgwHc

Field of study B.COM

2003 – 2005 Bhimavaram, India

INTERMEDIATE Sri Chaitanya Junior College

Website https://www.google.com/search?q=sri+chaitanya+junior+college+bhimavaram&sca_esv=578762367&sxsrf=AM9HkKm457DejZH_u0gAs&og=sri+chaitanya+junior+college+bhi&gs_lp=Egxnd3Mtd2l6LXNlcnAilHNyaSBjaGFpdGFueWEganVuaW9ylGNvbGxlZ2UgYmhpKgllwGgAfMGqgEDMi00uAEBYAEA-AEBwglEEAAYR8ICBxAAGloFGEPcAgoQABiABBgUGlcC4gMEGAAGQYgGAZAGCA&sclient=gws-wiz-serp

2002 – 2003 Bhimavaram, India

HIGH SCHOOL Viswakavi Residential Public School

2006 Bhimavaram , India

COMPUTER COURSE NIIT Kankurgachi Centre

2008 Bhimavaram, India

COMPUTER APPLICATION COMTECH COMPUTERS

LANGUAGE SKILLS

Mother tongue(s): **TELUGU**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ARABIC	A1	A1	A1	A1	A1
ENGLISH	C1	C1	C1	C1	C1
HINDI	C2	C2	C2	C2	C2

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

SKILLS

Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access | Microsoft Office (Outlook, Excel, Word, PowerPoint) | INTERNET AND SOCIAL MEDIA

I hereby declare that the above given information is true and correct to best of my knowledge. (K.Rama Reddy)