

CH Muralikrishna



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Work Experience

- GAUTAMI POWER AND INFRASTRUCTURE LIMITED (JAN-2013 : PRESENT)**
Secretary To DGM (Operations)
 - Back Office Work with Data Entry Operation and Administrative work and Stores support work.
- RELIANCE POWER PROJECT-SAMALKOT POWER STATION (APR-2011 : DEC-2012)**
Store Assistant
 - RHRS (Reliance Human Resources Service) Rolles from April 19, 2011, to July 2012 continue with CREATIVE ASHTECH POWER PROJECTS PVT. LTD.
- SAHARA INDIA & BIRLA LIFE INSURANCE (JUN-2008 : MAR-2011)**
Advisor
- RELIANCE ENERGY LIMITED -SAMALKOT POWER STATION (AUG-2005 : MAY-2008)**
Secretarial Assisatnt Cum Stores Assistant
 - Material receiving & unloading.**
 - Daily Material Receipt (DMR).**
 - Maintain the Inward & Outward Register.**
 - Preparing Sale in Transit.**
- SAHARA INDIA FINANCIAL CORPORATION LTD., (FEB-1996 : MAY-2005)**
Officer (Data Entry Operator)
 - File Maintenance & Office Management, Custer dealing & Improving Business growth.**
 - Teller Cash dealing i.e., Receipts & Payments**
 - Maintained day-to-day accounts like voucher preparati**
- RATNA PLASTICS (APR-1992 : JAN-1996)**
Front Office Sales Executive And Office Clerk
 - Secretarial Office maintenance.**
 - Files handling, Invoice Preparation, Way Bills Preparation, Stores maintenance, Stock Ledgers and Central Excise duty Ledgers maintenance, Issuing "C" Forms and "G" Forms.**
- CYCLONE EMERGENCY RECONSTRUCTION PROJECT DOWLAISWARAM (NOV-1990 : MAR-1992)**
Typist
 - Work basis at Executive Engineer's Office.**



Education

Degree	School/College	Grade / Percentage	Year
B.Sc.,	Andhra University	51.1%	1998



Professional Skills

MS WORD, MS EXCEL

100%

SAP R/3 MM

100%

BACK OFFICE

100%



Personal Skills

COMMUNICATION SKILLS

10/10

HARDWORKING

10/10

VISIONARY

10/10



Extra-Curricular

QUICK LEARNER

P.G.Diploma in Computer Applications

QUICK LEARNER

Typewriting English High-speed Grade Jan 1990 State Board of Technical Education & Training 61.00.



Languages

ENGLISH

10/10

TELUGU

10/10