

CURRICULUM VITAE

BURRA RAMYA

Address:

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OBJECTIVE

I like to associate with an organization which provides me right opportunity and good working environment to explore my skills.

EDUCATIONAL QUALIFICATIONS

Examination Passed	College/Institute	Board/University	Year	Percentage
Degree (B.ScComputers)	GayatriDegree college. Jammikunta	Satavahana University	2021	90.0%
Intermediate	Govt.Junior College Veenavanka.	Board of Intermediate Education	2017	72.0%
S.S.C	SriSaraswatishishu mandir. Veenavanka	Secondary School Education.	2015	83.0%

TECHNICAL SKILLS:

❖ MS Office

❖ MS Excel

Work Experience:

1. Worked as a Jr.Executive Purchase in Nexon Paints Pvt Ltd., From April 16th,2024 to till date

Job Responsibilites at Nexon Paints Pvt Ltd:

- a) Assist in the coordination of daily business operations
- b) Identifying procurement opportunities by conducting market analysis
- c) Managing purchase orders
- d) Manage and maintain proper documentation and records

- e) Sourcing materials and services for the company
- f) Assisting with grievances from vendors, contractors, and suppliers
- g) To ensure that the company has the goods and services it needs to run smoothly

STRENGTHS

- ☐ Able to work together with everyone and individuals to solve and define the developmental problems
- ☐ Self confidence
- ☐ Willing to learn and hard working
- ☐ Excellent communication and organization skills

PERSONAL INFORMATION

Date of Birth : 20thMarch,2000
Nationality : Indian
Religion : Hindu
Languages Known : Telugu, English
Marital Status : Single
Gender : Female
Present Address : Isnapurvillage, Patancheru, Hyderabad

DECLARATION:

I here by declare that the information contained here in is true and correct to the best of my knowledge and belief.
(Burra Ramya)

