**Sunil Kumar Putchha**

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**Career Objective:-**

To work in a conducive environment for an organization which provides opportunities to learn &

enhance work skills that will help me grow & excel in my career to contribute positively towards

Organizational growth.

* + Having 3 years of work experience in Oil and Gas Warehousing.
  + Good communication and interpersonal skills.
  + Advance computer skills in Microsoft Word, PowerPoint, Excel and Outlook.

**Work Experience:-**

**Gulf India (Oilfield Suppliers and Services)** from 01-02-2012 till present (3 Years)

**Designation** : Warehouse Coordinator

**Function** : Logistics/Warehousing

**Website**  : [www.gulfindia.co](http://www.gulfindia.co)

**Location** : Visakhapatnam, India

**Experience :** Working from 3 Year on drilling spares and Capital equipment for the Offshore

Drilling Rigs in India

**Responsibilities:-**

* Trained to operate and maintaining the warehouse and in the shipping, receiving of material inventories.
* Responsible for overseeing all materials shipped making sure only materials that are listed on purchase order by processing requests and supply orders; pulling materials; packing boxes; placing orders in delivery area.
* Ensuring the safe keeping of the stock and ensure that all the material is in line with the customer requirement so that there is no discrepancy while the same is shipped to the customer.
* Move materials off racks and package for shipment fill requisitions, work orders, or requests for materials, tools, or other stock items, with all safety codes and ensure that work area and grounds are clean, secure, and well maintained.
* Verifying and count each and every ordered quantities, checking the material if there is any damages have, reporting to the immediate supervisor or other higher authorities.
* Review and ensure MSDS are supplied with materials as appropriate and are complied with when handling and storing within the stores
* Responsibilities included securing property to make sure of the safety of others, any incidents, potential hazards or abnormal situations reporting to the immediate supervisor or other higher authorities.
* Responsible of delivery systems in order to assess present and future material availability by coordinating with the Logistics and Procurement departments, oversee incoming and outgoing shipping activities to ensure accuracy
* Ensured that the work was efficiently carried out by maintaining records of goods ordered and received the shipment of goods.
* Preparing online materials status reports (MSR) is completed within the specified deadline by just going through the online database which results in quick delivery of service.

**Projects:-**

Since 2012 handled all kind of material which includes

Adapters, Axial fans, Ballasts, Batteries, Buoys, Norwegian buoy, Boots, Bull plugs, Brushes, Beacons, Bearings, Blowers, Couplings, Controllers, Crimping tools, Cylinders, Coveralls, Contactors, Cotton Rags,

Connectors, Chemicals, Dies, Derrick tapes, Drilling tools, Ear plugs/Muffs, Eye wash stations, Face

Shields, fall protection, Filters, First aid kits, Fuse, Floats, Fire extinguishers, Floor/Anti fatigue mats,

Fire alarms, Flanges, Fasteners, Fittings, Gaskets, Grinding Wheels/Discs, Grease equipments, Gloves,

Gas detectors, Gauges (Pressure/Vacuum), Gland Packing, Hydraulic tools, Hoist, Hemi lights, Hard

Hats, Hooks, Harness, Hydrants, Hose, Insulation mats, Industrial torches, Industrial Tapes and

Adhesives, Joints, Karabiners, Liners, Life jackets, Lighting, Lanyards, Lockout/Tag out kits,

Lubricants, Meters, Multimeters, Membranes, Marine cables, Motors, Mud Pumps, , O Rings, Oil spill

Kits, Paints, Power tools, Pumping equipment, Pumps, Pneumatic tools, Pony rods, Regulators, Rotary

Table, Respirators, Relays, Ropes, Refrigerants, Rig wash, Shakers, , Slings, Safety Goggles/Signs, Shackles, Swivels, Stationery, Sanitary, Spill containment, Strainers, Sockets, Safety masks, Tubing, Thermo couples, Tool kits, Testing meters, Transformers, Tapes, Unions, Vise, Valves, VHF Radios, V belts, Whip checks, Welding (Machine, Electrodes, Blankets, Nozzles, Regulators, Flashback arrestor, Hose), Winch, Wrenches, Wire brushes, Wire ropes and all other Equipment/products required for the below mentioned offshore drilling companies in India.

* **Noble drilling(Paragon Offshore)/India**

Drill ship : Paragon MDS1/Kakinada

Jack up : Paragon L1112/Mumbai

Jack up : Paragon L786/Mumbai

* **Hercules Offshore/India**

Jack up : Hercules Triumph/Kakinada

Jack up : Hercules 208/Kakinada

* **Sembmarine (SKL) Kakinada/India**

**Core Competencies:-**

* I am physically fit, and I am able to stand, stoop, move equipment, bend, reach, and lift for prolonged periods of time.
* Strong work ethic, motivated and team player, simultaneously handling many tasks.
* Excellent time management and stress management skills.
* Creative, hardworking, multitasker, self-starter, committed to learns quickly and adapts to new problems and situations and accuracy.

**Education:-**

* Bachelors of Commerce (B.COM) from Andhra University –Visakhapatnam, India from 2007-2010.
* Intermediate (10+2) (Board of Intermediate Education) Commerce, Economics & Civics in the years of 2005-2007.
* Xth (Board of Secondary Education- Andhra Pradesh) in the year of 2005.

**Technical Skills:-**

Operating system : Windows XP, 7 and 8.

Packages : MS Office (MS Word, MS Excel, MS Power Point and Outlook)

Possess adequate knowledge in Computer hardware & peripherals.

**Personal Achievements:-**

* Worked as a VITA volunteer (Vizag Information Technology Association)
* Was the part of the district level intermediate cricket team championship.

**Personal Details:-**

Father’s name Late P.V.Ramana

Date of Birth 31/07/1990

Marital status Single

Nationality Indian

Passport # M2142310

Passport Expiry date 11/09/2024

Notice period Immediate

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Contact No +91 9949896651

Skype Id sunilkumarpsk1

Languages English, Hindi and Telugu

Reason for leaving Interested in other possibilities in my field, better suited to my skills

and long-term career goals.

**Address:-**

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Gullalapalem, Sriharipuram,

Malkapuram P.O,

Visakhapatnam,

Andhra Pradesh– 530011,

India.

**Declaration**:-

I hereby declare that all the details furnished above are true to the best of my knowledge and belief.

**(Sunil Kumar Putchha)**