

# MANIKANTA CHIKKALA

Project Management Officer

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## CAREER OBJECTIVE

TO WORK IN A CHALLENGING AND STIMULATING ENVIRONMENT OF AN ESTEEMED ORGANIZATION, WHERE MY POTENTIAL AND EXPERIENCE WOULD HELP IN CONTRIBUTING TOWARDS THE SUCCESS OF THE COMPANY AND IN TURN ACHIEVE SELF-DEVELOPMENT AND GROWTH.

## PROFESSIONAL EXPERIENCE: 12 + YEARS

### Project Management Officer

ORGANIZATION: **TATA Consulting Engineers Ltd (PMC).**

PERIOD: Feb 2024 TO TILL DATE

PROJECTS: **TATA Electronics Pvt Ltd- Project Jasmine, Hosur, Tamilnadu.**

### Sr. Store Officer

ORGANIZATION: **ARCHETYPE GROUP (PMC).**

PERIOD: MAY 2022 TO Jan 2024

PROJECTS: **BUNGE INDIA PVT LTD (EDIBLE OIL), KRISHNAPATNAM, NELLORE, A.P.**

### Sr. Store Officer

ORGANIZATION: **TATA PROJECTS LTD.**

PERIOD: DECEMBER 2021 TO APRIL 2022

PROJECTS: **FIRST SOLAR PROJECT, KANCHIPURAM, TAMIL NĀDU.**

### Sr. Store Officer

ORGANIZATION: **TATA PROJECTS LTD.**

PERIOD: DECEMBER 2020 TO NOVEMBER 2021

PROJECTS: **NEW PARLIAMENT BHAVAN, NEW DELHI.**

### Store In charge

ORGANIZATION: **NAVAYUGA ENGINEERING Co LTD.**

PERIOD: JUNE 2019 TO NOVEMBER 2020

PROJECTS: **SEABIRD, NAVAL BASE – KARWAR.**

### Sr Store Keeper

ORGANIZATION: **NAVAYUGA ENGINEERING Co LTD.**

PERIOD: JUNE 2015 TO MARCH 2019

PROJECTS: **NHAI-1 QUAZIGUND TO BANIHAL TUNNELING – JAMMU & KASHMIR.**

## Store Asst

ORGANIZATION: NAVAYUGA ENGINEERING Co LTD.

PERIOD: MARCH 2012 TO JUNE 2015

PROJECTS: TATA STEEL, JAIPUR -ODISSA.

### JOB RESPONSIBILITIES

- Handling All Stores activities such as major material reconciliation.
- All activities of incoming and outgoing materials, as per Store procedure material receipt, Issue, Balance, and stock maintain in ERP as per Physical Stock.
- Minimum stock maintained in store as per site requirement and day to day basis-maintained documents such as Inward, Outward, gate pass, purchase order and procurement related etc.
- Proper stacking and Preservation of Materials. Material Tracking.
- Proper filing and stacking document of Audit related.
- Maintaining 5S and following the IL6S rules.
- Making Goods receipt note (GRN, MRIV, MRV, MRN, NRGP, RGP) and maintained SAP MM Module.
- Monitoring all the material incoming and receipt and PO.
- Managing with 100% inventory accuracy.
- Maintaining all with Quality and Safety Procedures.
- Manages the inventory of raw materials, parts, supplies, etc., from receipt through delivery; maintains all financial records; reconciles accounts monthly.

### ACADEMIC CHRONICLE



#### **MBA – FINANCE & HR**

Alliance Institute of Management, Visakhapatnam.



#### **B.Com**

Dr. S. R. K Govt Arts College, Yanam.



#### **Intermediate**

Chaitanya Junior College, Kakinada.



#### **SSC**

Kona Seema Public school, Amalapuram.

## MICROSOFT SKILLS

- Operating Systems : Windows 98, XP, VISTA.
- Packages : MS- Office, Tally, ERP, SAP, Material Management

## PERSONAL SKILLS

- ❖ Inventory management - Sourcing vendor.
- ❖ Comprehensive problem-solving abilities.
- ❖ Good verbal, written and communication skills.
- ❖ Willingness to learn and adaptable team playing.

## PERSONAL INFORMATION

Name: MANIKANTA CHIKKALA

Father Name: SATYANARAYANA

Date of Birth: 24<sup>th</sup> January 1987

Gender: Male

Nationality: Indian

Marital Status: Married

Languages: English, Hindi, Telugu, Oriya, and Tamil.

Notice Period: 1 Month Negotiable

## DECLARATION

I hereby declare that the information and facts stated above are true and correct to the best of my knowledge and belief.

(CH.MANIKANTA)