**RESUME**

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| SURESH CHELIKANI H.No. 49-382/2,  Plot No. 156  Balreddy Nagar,  Chintal, Jeedimetla, Mob : +919700769955  Hyderabad – 500054. Email : scms.suresh@gmail.com |  |

#### CAREER OBJECTIVE

To work in a challenging environment which provides me opportunity for continuous learning and enables me to cultivate fresh skills and also enhance existent abilities, which should ultimately help me to become a part in contributing new technologies to this world.

#### CAREER SKETCH

**1.** Working as Deputy Assistant Manager for **Gulf Oil Corporation Ltd- Energies Division,** Kukapally,Hyderabad (Sales and Distribution Department) – February 2015 to Till Date.

**Working Profile: Mostly Deals With SAP-SD**

* Collection of Indents from Customers, and Creating **Plant Orders in SAP**
* Creation of Purchase Order for Stock Transfers to Our Businesses Locations
* SD Process: Creating Sales Documents
* Shipping Process: From Delivery to **PGI**
* Creating of Customer Master
* Billing Process: Billing Types and Various Functions (e.g.: Invoice Making, Cancellation)
* Pricing: Using Condition Technique i.e.: Procedure, Condition Type, Access Sequence, Condition Tables and Condition Record, Pricing Procedure Determination
* Material Movements from Material to Material, Storage Location to Storage Location etc.,
* Analyzing Sales Details in Regular Intervals from **SAP,**
* Supporting SAP-SD End Users for Possible Trouble Shooting
* Dealing With Logistics and Execution of Orders
* Maintenance of Statutory Documentation as per Company Statistics
* Experience Preparing Monthly Activity Reports and Statistics
* Coordinate Efforts to Improve the Customer Experience at the Point of Sale
* Dealing With Direct Customers, Authorized Dealers and our Field Officers Regarding Orders
* Maintenance of R.G Register For Central Excise
* Preparing Monthly Report For R.G 1 Returns
* Creation of RE-11, RE-12 & RE-6 on **PESO**
* Preparing Waybill & Sales Tax Forms
* Maintaining Daily Dispatches Records
* Maintaining Daily Production Receipts From Shop Flore

**2.** Working as Executive for **Prasad Seeds Pvt Ltd C/O PHI Seeds Pvt Ltd,** Medchal,Hyderabad

From January 2012 to January 2015.

**Working Profile:**

* Maintains Stores like packing material i.e. Issues Receipts, STC Delivery Challan.
* Stock Transfer from Company to Company, Plant to Plant, Storage Location to Storage Location in SAP.
* Enter Process Orders Reports, Raw to Bulk, Bulk to Pack, Pack to Bulk with chemical treatment.
* Maintain daily stock reports, Arrival verification, GRN verification, Discrepancy lot in GRN
* Sales returns verification, quantity physical adjustment, Batch creation, performing movement types in SAP.
* Maintaining Monthly Inward and Outward stocks like Raw, Bulk, Packed and Other Materials.
* Raw Seed Unloading & Supervision of Packing, Processing and Dispatches.

**3.** Working as warehouse in charge for **Sree Enterprises (CFA)** of **Bagzone Life Style Pvt Ltd,** Kompally,Hyderabad – September 2008 to December 2011.

**Working Profile:**

* Sales Invoice creation for civil and CSD, handling sales return in SAP.
* Maintain Sales Report, Inward and outward daily to RO & HO.
* Creating Stock Transfer Order to Stores, GRC, and Sundry Customer.
* Creation of Sales Order for Return Stock and maintain FSC Monthly basics.
* Maintain Floor in Proper Order for easy picking and handling staff of Boys.
* Cycle count, Inventory Handling, Maintain Physical Distribution of Stock.
* Stock Transfer to Company store and Creating Invoice for Non Company Stores.
* Handling Inward and Outward of Stock through SAP.

#### COMPUTER SKILLS

    Sound Computer Literacy Skills Particularly Ms Word, Excel, Internet and Microsoft Windows

* Operating Systems & Outlook
* Hand On Experience on SAP-SD Module

#### SCHOLASTICS

* **MBA Marketing** from JNTU, Hyderabad in 2008.
* **B.Sc. (General)** from Kakatiya University, Warangal in 2006
* **Intermediate - MPC** from Board of Intermediate Education A.P in 2003.
* **S.S.C** – Board of Secondary Education A.P in 2001.

#### PERSONAL PROFILE

Father’s Name : Kanakaiah Chelikani

Date of Birth : 16th July 1984

Gender : Male

Marital Status : Single

Nationality : Indian

Language Proficiency : English, Telugu & Hindi.

Permanent Address : Suresh Chelikani

Kanakaiah Chelikani

SC-72, Krishna Colony

Srirampur, Mancherial

Telangana - 504303

**Date:**

**Place: (Suresh Chelikani)**