

## **Surya Prakash Saride**

Mobile: 6303832467 / 9666609796

E-mail: [sprakash802004@gmail.com](mailto:sprakash802004@gmail.com)

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### **Objective:**

Looking forward for a challenging and suitable assignment which gives career satisfaction and thus play a role for the betterment of the Organization

### **Academic Qualification:**

B. A - 2003 Dr. B. R. Ambedkar University.

### **Technical Qualification:**

<b>Good Command in Diploma in Computer Application.</b>
<b>Passed ITI Fitter in First Division</b>
<b>English Type Writing Lower.</b>
<b>Telugu Type Writing Higher.</b>

### **Software Proficiency:**

<b>Operating systems</b>	<b>Windows - 95, 98, 2000, and MS- DOS</b>
<b>Packages</b>	<b>ERP (SAP in MM) Tally; Focus 5.5,7</b>
<b>Editing Tools</b>	<b>MS-Office</b>

### **Work Experience:**

<b>Sl.No</b>	<b>Company</b>	<b>Designation</b>	<b>Location</b>	<b>Duration</b>
1	Muppa Projects (I) Pvt Ltd.	Manager	Osman Nagar, Tellapur, Hyderabad	01.04.2022 to Till Date
2	Aparna Constructions and Estates Pvt Ltd,	Assistant Manager	Gundlapochampally, Hyderabad	01.04.2019 to 31.03.2022
3	KMV Projects Ltd	Assistant Manager Stores (as stores co-coordinator for 19 sites)	Corporate Office, Hyderabad	01.01.2015 TO 31.03.2019

4	NCC Ltd (Nagarjuna construction company)	Officer Stores	IQ City - Durgapur HIL Township – Sambalpur,NLU -Cuttack	03.01.2011 TO 21.12.2014
5	Patil Rail Infrastructure Pvt Ltd	In charge Stores	Wadiyaram, Medak	01.01.2006 TO 30.12.2010

### **Work Profile:**

- Preparing MRNs (Material Received Note) and Bills in ERP.
- Working as a stores co coordinator responsibilities for 19 sites. My responsibility included
- Complete store operational requirements by scheduling and assigning employees; following up on work results, maintain store staff by recruiting, selecting, orienting and training employees
- Creating and managing Material Master for ERP (LN) after classification and proper grouping (approx. 30,000 products coded)
- Maintaining of Product Master
- Maintaining & Verification of Physical ground Stock vs Computer(System) stock
- Facilitating Physical Verification at various locations, reconciliation of records and suggesting appropriate remedies for further action by the management,
- Forwarding MRNs and Bills to Accounts Department on daily basis for further processing and arranging payments to the suppliers.
- Facilitating reconciliation of materials Cost Centre wise on monthly, half yearly and yearly basis and intimating the same to the Project In-Charge and Corporate Office.
- Contribute to team effort by accomplishing related results as needed
- Responsible for Obtaining of requirement of Fixed Assets from the Site Officials and QS Department and contacting various Stock Yards and Sites for getting the material, preparing Assets MRNs with the help of Asset Package, proper Allocation of Asset Material to site, proper maintenance of material, physical verification of Assets on monthly basis, sending reports to the Corporate Office.
- Maintaining various stock registers and ledgers.
- Responsible for smooth functioning of various site stores including receipts of material, inspection, stocking preparation of GRN(Good Received Note),issues forwarding bills to corporate office on daily basis.
- Responsible for preparation and submitting various MIS Reports to Regional Office & Corporate Office
- Review all the e-mails received and take the necessary action, deemed suitable.

**Personal Strength:**

- Aptitude to learn & fast grasping power.
- Logical thinking & problem solving ability.
- Ability to adapt to any kinds of industries/environment.
- Ability to be a part of a team and to contribute handsomely.
- Good communication skill.
- Like to work in team.
- Ability to work hard

**Personal Profile:**

Father's Name : Narasimha Rao Saride  
Date of Birth : 05.08.1982  
Religion : Hindu  
Nationality : Indian  
Marital Status : Married  
Contact Address : Surya Prakash Saride,  
S/o.Narasimha Rao Saride,  
H.No.8-24/9, Phase II, Plot No.31,  
Sai nagar colony, RCI Road,  
Bala pur X Roads, Hyderabad – 05.

**(Surya Prakash)**

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