

TIRUPATHI VIKAS

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☎ 9959173343

📍 Besides Rajyalaxmi Hospital, Near
Sushma theatre, Vanasthalipuram,
Hyderabad-500070

OBJECTIVE

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills.

EXPERIENCE

19-11-2020 -
Still
Working.

NCL BUILDTEK LTD

SAP-SD & MIS EXECUTIVE.

Roles and Responsibilities:

SAP -SD

1. Creation of New customers in SAP.
2. Creating Sale order As per CRM.
3. Maintaining Relationship with Sales officers.
4. Internal Stock Transfer STO.
5. Checking Customer Outstanding in SAP.
6. Good Knowledge on Pricing.
7. Document Managing Like Dealership Documents And Distributor Documents.
8. Ledger Copy extract.
9. Preparing the Weekly Reports and Monthly Reports.
10. Good knowledge on Ms Excel (vlookup, Pivot table).

10-07-2020 -
19-11-2020.

Readers Stores Indian Pvt Ltd.

MIS & Logistics Excutive.

Key's and Responsibilities.(Contract).

1. Generating billings and labes for confirmed Customer orders by using Shiprocket..
2. Dispatching Customer orders as per requirement.
3. Updating Stock like fast moving goods.
4. Maintaining Daily Report amd Monthly Reports.
5. Good Knowledge in Excel Vlookup, Pivot table, Sum if.
5. Performing in back office work.
6. Making dashboards Monthly Reports (Basic Level).

20-01-2019 -
30-01-2020

Thrill clothing co.

MIS & Logistics Excutive.

MIS executive & Dispatch Executive

Keys and Responsibilities :

1. Overall logistic support (Shopify & Shiprocket).
2. Maintaining Monthly Reports & weekly reports.
3. Resoving customer Queries.
4. Good knowledge in Excel V-lookup, Sumif, Countif, pivot tables.
5. Maintaining inventory goods records.
6. Monitoring customer orders.
7. Tracking customer orders & and returns

EDUCATION

2016

Gandhi Academy of Technical Education.

Electronics And Communication Engineering
61.98%.

2013

Gandhi Academy of Technical Education.

Diploma in Electronics and Communication Engineering.
74.66%.

SKILLS

- Ms Excel
- Adobe Photoshop CS6.
- SUSE Linux.
- Operating system: Windows All Versions.
- My SQL.

PROJECTS

- **College Radio.**
 - College Radio.
- **Traffic light Control.**
 - Automatic traffic light controlling

LANGUAGE

- Telugu.
- Hindi.
- English.

INTERESTS

- Showing more interesting on Learning New Technical Skills.
- Visiting New places.

STRENGTHS

- Self Motivated.
- Quick Learner.
- Easy Adaptability

DECLARATION

- I hereby declare that all the information contained in this resume is in accordance with facts or truths to my knowledge.