

Merian Ellison Christian

27, Anupam Society, Nr. Methodist Church, C.T.M. Cross Road, Ahmedabad – 380 026.

Contact No:-75670 33831

Career Objective:

Seeking a position to utilize my skills and abilities in the industry that offer professional growth and challenges while being resourceful, innovative and flexible.

Experience:

July'2017 to September 2022: Working as a System Operator with Commercial department at Reliance Industries Ltd, Naroda, and Ahmedabad.

Key Responsibilities;

I am handling following important portfolios of commercial department

- Enquiry plotting to vendors for creating PO
- Creating Purchase Orders in SAP
- Creating QCS and uploading the same to SAP
- Vendor Creation in SCM Portal
- GST Update in SCM portal
- Creating Service Entry in SAP
- Creating Payment Request Voucher
- Maintaining record of Outside Jobwork
- Reconciliation of Jobwork details
- Query solutions – some part of SAP and SCM
- Maintaining SRN Report updation
- Co-ordinate with suppliers for invoice related issues.
- Co-ordinate with Transporters for invoice related issues

November'2012 to April'2013: Working as a Customer care executive and System Operator with division of Reliance Gas and Petroleum at Reliance Industries Ltd, Naroda, Ahmedabad.

Oct'2011 to Sep'2012: Working with a Chennai based logistic giant M/s R.T.C. Logistics, a warehouse service provider for Reliance, ITC, Phillips etc. as a System Operator in Vimal Apparel Warehouse, a readymade garment division of Reliance Industries Ltd, Naroda, and Ahmedabad.

Key Responsibilities;

- Maintaining Daily MIS report
- Maintaining Monthly reports
- Time to time Invoicing, Dispatches as well as Receiving of Fresh & returns stocks

2008 to 2009 : Worked as Office Assistant for one year with Vinit

Education Trust (associated with L.I.C) -Ahmedabad

Practical Training:

Sep'2010 to Sep'2011: Done Apprentice with M/S Reliance Industries Ltd.

(Textile Division), Naroda, Ahmedabad

Data uploading, debtors- creditors information and accounting in SAP

MIS for data uploading in SAP related to Bank & Customer account.

Customer account knocking off in SAP

Preparation of Bill of exchange letter for presenting Sales invoice to the Bank for collection.

Daily uploading in the system Invoice/Debit note v/s Receipt/Credit note details.

Preparation of MIS related report for retail stores of company's, actual cash collection v/s Sales on daily bases.

Educational Qualification:

Qualification Board / University Year of Passing Percentage

M.A Baba Sahed Ambedkar Open

University (with Sociology)

2021 54.38 %

B.A Baba Sahed Ambedkar Open

University (with Sociology)

2011 55.58 %

H.S.C.(12th Std) G.S.E.B with Arts Stream March – 2005 64.67%

S.S.C (10th Std) G.S.E.B March – 2003 54.14%

Course Duration of Course Percentage

Computer Operator Cum

Programming Assistant

Maninagar, I.T.I

Aug 2009 to July 2010 76.5%

Computer Concept

Course

Aug 2008 74 %

Computer Knowledge:

Comfortable in M.S Office (Excel, Word) & SAP

Personal Profile:

Date of Birth: 25th August 1988

Marital Status: Married Place:

Date:

(Merian Ellison Chr