

RESUME

SURESH CHELIKANI

H.No. 49-382/2,
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Email :

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, Mancherla
Telangana - 504303

Date:

Place:

(Suresh Chelikani)