

# RESUME

**SUGGU.CHAKRAPANI**

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## **CAREER OBJECTIVES:**

As a quick learner and a strong understanding capability, is capable of switching to any or functional area and skill set easily within a limited time frame. Basically a person with very positive attitude and can give its best Commitment towards its Employer.

## **WORK EXPERIENCE:**

- **Working as a Asst Manager Purchase & Administration Prashanth Projects Ltd From 2018 To Till Now**
- **Worked as asst Manager Purchase Department In Mythri Infra 2015 To 2018 .**

## **Summery OF qualification :**

- Passed MBA ( Finance & Marketing ) Rao's college (V.S.U from Nellore), 2013,
- Passed B.com (Commerce) from V.R Degree College (S.V.U from Tirupati), Andhra Pradesh in 2011.
- Higher Secondary Examination from Govt Junior College, kanchili, Srikakulam in 2006.
- SSC from Govt. High School, Sompeta, Srikakulam District in 2004.
  
- Identifying requirements for goods, materials and services.
- Identifying reliable suppliers.
- Price negotiations.
- Comparison of delivery terms.
- Establishing order quantities.
- Writing requests for bids and awarding supply contracts.
- Coordinating delivery with the warehouse against storage capacities.
- Product testing and quality control.
- Managing budgets and payments

**TECHNICAL SKILLS:**

- Basic Computer Operating Knowledge with Tally ERP 9.
- M.S office.
- SAP (FICO)
  
- Can take the responsible as a team leader.
- Can perform any type of secretarial works.
- Can do the assigned work to the satisfaction of the higher authority.
- Can prepare any standard of project report.
- Gardening & Net surfing.
- Reading books.
- Playing cricket, chess, etc.

**STRENGTHS:**

Hard working.  
Consistency.  
Adaptable.  
Friendly.  
Optimistic.

**LANGUAGES KNOWN :**

- Telugu
- English.
- Hindi.
- Oriya
- Kannada.

**PERSONAL DETAILS:**

Name	:	S.CHAKRAPANI
Father's Name	:	Mr. S.RamaRao
Mother's Name	:	Mrs.Krishnaveni
Date of Birth	:	04-05-1989
Sex	:	Male
Marital Status	:	Unmarried
Nationality	:	Indian
Address	:	D.No.:340-1/2, Madurawada Vizag Pin- 530012, Andhra Pradesh.

**Declaration :**

I hereby declare that the information furnished above is true of the best of my knowledge and belief.

Place: Vizag

Date:

S.Chakrapani  
Signature