

CURRICULUM VITAE

MELLAM PRASADA RAO

Bhupayaagraharam ,

Amalapuram (Post),

Mobile: 08500316829. 8328543847.

E.G.Dt (AP) – 533201.

mellam.prasad@gmail.com

Objective:

- Strong ability to prove my strength in achieving the given Targets
- Working with ambition to maintaining good relations with Colleagues, Superiors and Subordinates, for giving optimum results for the responsibilities given and can lead the team successfully.

Career Abstract:

- I am a B.Com Graduate with **16+ Years** of rich experience in Materials Inventory Management at various organizations **Maytas Infra Pvt Ltd, Maytas Infra Ltd, IL&FS ENGINEERING AND CONSTRUCTION COMPANY Ltd., GAJA ENGINEERING PVT LTD.,**
- Knowledge on preparation of Purchase Orders, Stock Reports and Stock Statements as per requirement of HO. Handling all Store activities of the **Road,RE (POWER)& PIPE LINE** projects in ERP Store Module at Site.
- Responsible for implementation of Purchase and Stores Module in ERP System.

Strengths:

- Hardworking, Self-motivated and Good communication skills with the ability to intermingle with individuals at all levels.
- Ability to work with Corporate Culture.
- Positive attitude in the field of Construction Stores.
- Ability to Work effectively in a dynamic and fast paced environment.
- Assign subordinates to specific duties to best meet the needs of the Store.
- Ability to manage daily operations, and planning the use of materials and human resources to ensure maximum efficiency

Educational Qualifications:

- ❑ Bachelor of Commerce (C.E.C) from Andhra University, Visakhapatnam, in March. **1996**

Computer Skills:

Operating System

: Windows 7, 8, XP and Unix.

Packages

: MS-Office 2007 & 2010 (Excel, Word, Powerpoint).

Softwares : ERP –Site Developed by Citrix Software Solutions with RDMS (Oracle Inventory R12i, Version 1.0)

Certification : PGDCA

Operational Skills :

- Active involvement in ERP All Modules Ver.6.0.80.0.
- Oracle Inventory R12i, Version 1.0 which is specific to construction Industry. (American Based Technology)
- Good Knowledge on MS Excel & MS Word.

Achievements:

- Active participation in ERP implementation being done by Algorithms on **Oracle platform a package ver.6.0.80.0**
- Sound knowledge in ERP like Purchase, Store Modules and can generate the required formats from ERP as per HOD requirement.

Work Experience

Duration : **Feb 2016 to Till Now.**

Organization : **GAJA ENGINEERING PVT LTD**
TDWSP (MISSION BAGEERATHA)

Place : **TELANGANA**

Worked as : **Associate. Manager.**

Duration : **Jan 2014 to Feb 2016.**

Organization : **IL&FS Engineering and Construction Company Limited**
(Formerly M/s Maytas Infra Limited.)
BRGF POWER PROJECT, WEST BENGAL

Place : **24 PARGANS, WEST BENGAL**

Worked as : **Executive Store.**

Duration : **April 2012 to Jan' 2014.**

Organization : **IL&FS Engineering and Construction Company Limited**
(Formerly M/s Maytas Infra Limited.)

Place : **Marbella Residential Villas, Gurgaon**
Residential Villas "Marbella"
Sector 65 & 66 in Gurgaon, Haryana

Worked as : **Executive Store.**

Duration	:	April 2009 to April 2012
Organization	:	IL&FS Engineering and Construction Company Limited (Formerly M/s Maytas Infra Limited.) At NHAI, Road Project, NH-37 in Assam State
Place	:	Sonapur to Dharamtul Assam State
Worked as	:	Officer Store.

Duration	:	July 2008 to April 2009.
Organization	:	IL&FS Engineering and Construction Company Limited (Formerly M/s Maytas Infra Limited.) At NHAI, Salem to Ullunderpettai Road Project, NH-68 in Tamil Nadu State
Place	:	Salem to Ullunderpettai., Tamil Nadu
Worked as	:	Officer Store.

Duration	:	November 2005 to July 2008.
Organization	:	Maytas Infra Pvt Ltd At NICE (BMICP) , Bangalore to Mysore and Thumkur to Houser, Karnataka
Place	:	Bangalore,Karnataka.
Worked as	:	Officer Store.

Duration	:	November 2002 to July 2005.
Organization	:	Maytas Infra Pvt Ltd(NCC & MAYTAS JV) At Kalavur to Sindhnur State Highway , Karnataka
Place	:	Manvi,Karnataka.
Worked as	:	Junior Officer Store.

Roles & Responsibilities

- Verification of Stock availability as per the Indents received.
- Raising Enquiries and getting Quotations from Approved Vendors.
- Negotiating with Vendors for Material Procurement.
- Preparation of Purchase Orders in ERP from Price Comparative Statement with approval of Project Head.
- Checking of Quantity, Rate, Taxes etc with Purchase Order while receiving materials.
- Informing the Concerned for Quality checking of materials while receiving.
- Identifying Shortage/ Damage / Discrepancies and follow up for resolution to Supplier.
- Raising Debit Note to the Vendors for the materials rejected if any, which are not as per the terms & conditions of Purchase Order.
- Maintaining of Material Inward & Outward with preparing of GRNs & IRNs in ERP Package.
- Proper Stacking of Materials for avoiding Moisture or exposure to Dust / Rust.

- Updating of all Major Materials, Fixed Assets & Stock Ledgers with monthly and yearly reconciliation statements.
- Care, Custody & Preservation of FIM bulk materials.
- Maintenance of books of All Materials for site.
- Ensure to Utilise Shelf life Items with in Expiry date.
- Verification of Physical stock of Major, General Materials, Spares and Oils & Lubricants of Monthly, Quarterly and Yearly basis.
- Preparation of Purchase Orders for Fixed Assets and Major Materials in ERP as per Project requirement
- Raising and maintaining of Debit Notes & Credit Notes to Sub-Contractors and Inter-Sites.
- Preparing & Handling of Site to Site Stock Transfer activities with all supportive documents.
- Preparing of Daily Crusher Production and Out Going Reports.
- Preparing of River Sand Supplier Bills with Inward, GRNs and Monthly Reconciliation statements.
- Verification of Supplier Bills and Sub-Contractors Bills along with PO's & Work orders for Receipts & Issues.
- Observation on Major Materials for Re-Order Level.
- Re-ordering Inventory when it dropped the predetermined Levels.

I working under KBJNL Almatti Ramthal drip irrigation project of 383 crores of the project of water supplying for fields.

Laying of GRP Pipe Lines of Dia ranging from 1100mm to 350mm, and PVC Pipe Line Of Dia 40mm to 315 mm .

Fixing of valves, valve chambers, interacting with local bodies and government agencies and consultants. Carrying out the Hydro testing of laid pipelines to the required pressure at regular intervals with a safety and reconciliation of the materials against BOQ prepared.

I had knowledge on construction of sump and pump house.

- Participation with Accounts Dept. for Reconciliation between Accounts and Stores.
- Active implementation of ERP System in Site level for Stores.
- Knowledge on Inventory Valuation methods like Weighted Average, LIFO and FIFO.
- Maintaining Bin cards for easily tracking out Materials & Spares as per ISO 9001:2008.
- Daily Purchase Order follow – up with Vendors to ensure timely delivery of Materials.
- Develop New Vendor and Suppliers.
- Knowledge on Construction Material.

Personal Data

Father's Name	:	M.China Veerana
Date of Birth	:	04 th March 1968
Nationality	:	Indian
Marital Status	:	Married
Languages Known	:	Telugu, Hindi, English and Tamil.
Present Salary	:	Rs.4.5 Lakhs CTC.
Expected Salary	:	Negotiable.

Pass Port Details:

Passport No : **E 958031**, Passport Expiry Date : 25.08.2019 (Renewal is under Process)

I hereby declare that the above furnished information is true and correct to the best of my knowledge and waiting for your kind offer in your esteemed organization to show my performance with your effective working team.

Thanking you,

(M.PRASADA RAO)