



SURESH PALAKA M. Tech.,

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Objective: To seek a position that utilizes my skill sets and abilities which offer career growth and professional enhancement globally.

Work Experiences: -

- Worked as Computer Hardware Technician as HP authorised show room, from 10/05/2000 to 30/06/2002.
- Worked as Administration Officer in TRR College of Engineering, Hyderabad from 09/07/2007 to 28/07/2010.
- Worked as Administration Officer in Chandramma Engineering College, Malla Reddy Group of Institutions, Secunderabad from 29/07/2010 to 31/04/2011.
- Worked as Administration Officer in Holy Mary Institute of Technology and Science from 15/06/2011 to 31.11.2018.
- Worked as Admin & Operations Executive at Priya Oils Division of Ushodaya Enterprises Pvt Ltd, Somajiguda Hyderabad during 22/12/2018 to 21/07/2022.
- Worked as Admin & HR in Sant Su Innovations, Hyderabad from 01/09/2022 to 31/03/2023.
- Worked as Admin & HR in Kanexy Solutions Pvt Ltd Hyderabad, from 10/04/2023 to 31/03/2024.
- Working as Administration for Solar Power Installations trainer under MSME project for Global Gold foundation Pvt Ltd, Chennai from 02/05/2024 to upto now.

Job responsibilities

- Office Administration as per Management policies
- Filing and Records Maintenance
- Experience in the Accountancy, Support to finance department in costing while auditing
- Develop the Sales Analysis Models and designs.
- Experience in FMCG sales
- Operations for sales and procurement, Supply Chain
- Monitoring the billings & Controlling the Stock Production
- Warehouse and Stock Maintenance
- Maintain sales, stock and procurement reports using Business Intelligence apps like Power BI and Tableau,
- Maintain Daily, Weekly, Monthly and YTD reports.
- Planning procurement and purchase
- Conduct sales meetings for future plannings
- Conduct Interviews for sales team
- Work experience in Power Supplies, Inverters, Batteries and Solar Installations
- Supervisory activities for Civil & Electrical works

- Ensuring employee and safety
- Addressing the customer complaints and remedial measures
- Conduct Events and facilitating delegates and clients
- Budgeting the event, Getting the authorization from Management
- Managing budgets, Inventory and reducing the operation costs.
- Creating, Planning and Managing the event schedules
- Planning the travelling & facilitate the arrangements while sales team Meetings at outstation
- Ensuring the food quality and team satisfaction

Academic Qualifications

- **M. Tech in Embedded Systems** from **SRM University, Chennai** with 7.8 CGPA during 2005-2007.
- **M. Sc in Electronics** from **Andhra University Campus, Visakhapatnam** with 61% during 2002-2004.
- **AMIETE** in Electronics & Telecommunications (ET) from **IETE** with 7.4 CGPA.

Technical Skills:

Operating Systems	: Windows
Microsoft Office Tools	: Excel, Word, Power Point, Access
DBMS	: MS Access
BI Tools	: PowerBI and Tableau
Business Platform	: ANAPLAN
SAP	: SAP HANA & SAP MM
Accounting Software	: TALLY

Personal Details:

Date of Birth	: 22 nd May, 1980
Gender	: Male
Marriage status	: Married
Nationality	: Indian
Languages Known	: English, Hindi, Telugu & Tamil
Passport No.	: S1080801

Declaration:

As best of my knowledge the above-mentioned information is True & Correct.

Place :

Date :

(PALAKA SURESH)