

Balaji Surya Prasad K

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CAREER OBJECTIVE

To work in a firm with a professional work driven environment where I can utilize and apply my knowledge, skills which would enable me to grow while fulfilling organizational goals

PROFESSIONAL EXPERIENCE

Admin Officer in Kamdhenu Colour and Coatings Limited, Hyderabad
(Working on Tally - 4.1 and ERP)

May 2023 – Present

Roles & Responsibilities:

- Day to Day daily activities in regularly preparing Orders and making Indents to Factories.
- Following up towards payments which crossed the due dates.
- Preparing daily reports and monthly reports related to Sales and targets and interaction with Sales team and Manager.
- Coordination with transport in time delivery to the destination point.
- Preparing BRS, Scheme workings and Gift receivables data and sending the same to HO.

Admin Coordinator in Berger Paints India Ltd, Hyderabad
(Enterprise Resource Planning- Oracle Apps - end user)

September 2009 – Apr 2023

Roles & Responsibilities:

- **10 years** of strong experience in **Administration in the Marketing Domain**
- Responsible for handling the entire **Order Management Process** through customers and sales officers interaction for invoicing purpose
- Experience in material indents preparation, Stock Inward/Outward Memo and stock maintenance
- Deep expertise in preparing **Bank Reconciliation Statement (BRS)** and involved in stand-up meetings
- Responsible for monitoring in-time financial transactions from multiple dealers and processing necessary Journal Entries (Cn JE/ Dn JE) within the organization
- Generate reports for redemption of product as per the organization schemes on a monthly basis and ensure delivery within the Service Level Agreement
- Involvement in frequent internal and external audits (**ISO Audit**) to ensure smooth running of the firm
- Engaging in different **Customer Relation Management** tasks to meet their requirements at the earliest
- Management of Material Return Process and regular stock interaction with dealers
- Responsible for project billing & third-party dispatches with proper documentation
- Preparing monthly reports related to sales and ensure in-time submission
- Experience in various ad-hoc tasks such as:
 - Ledger adjustments
 - Immediate action on cheque bounces
 - Issuing product samples to the projects with proper approvals
 - Outstanding payments follow-up
 - Back-order reports generation for invoice tracking process on weekly basis
 - Updating dealer data and GST according to the latest norms
 - Updating petty cash on the imprest system
- Pro-actively engaged into various works to learn managerial responsibilities and utilized them to meet company requirements in the best possible manner.

Roles & Responsibilities:

- 3 years of experience in handling dealer coordination for essential commodity to satisfy business requirements
- Involved in banking operations such as Cheque/Draft deposits and updating reports on a daily basis
- Updating firms list and petty cash to the imprest system on ad-hoc basis
- Part of the firm responsible for end-to-end business administration

SKILL SET

Operating System	: Windows
MS Office Tools	: Word, Excel, PowerPoint
Accounting Package	: Tally 7.2
Oracle Applications	: Enterprise Resource Planning (ERP), Customer Relation Management (CRM)

EDUCATION

Qualification	Institution	Board/University	Year
B.Com	SYED APPALA SWAMY DEGREE COLLEGE	NAGARJUNA UNIVERSITY, AP	1997
Intermediate	SYED APPALA SWAMY JUNIOR COLLEGE	Board of Intermediate Education, AP	1994
Class X	CITY PUBLIC SCHOOL	Board of Secondary Education, AP	1992

PERSONAL DETAILS

Date of Birth	: May 24, 1976
Nationality	: Indian
Marital Status	: Married
Languages Known	: English, Hindi and Telugu

DECLARATION

I hereby declare that the above information is true to the best of my knowledge

Kamandula Balaji Surya Prasad
(signature)