

# Curriculum Vitae

**Lakshmi Durgarao Puppala**

Email : [durgarao.puppala@gmail.com](mailto:durgarao.puppala@gmail.com)

What's up No & Mobile No: +91 8790261376

## **Career Objective:**

To utilize my skills, abilities and knowledge in a positive and beneficial manner in an organization that offers professional growth. I believe my sincerity, work experience combined with my qualification and amicable attitude will stand me in a good help to learn and grow with your organization by working efficiently and effectively.

## **Professional Summary:**

Experienced professional with over 3 years 3 months in managing the Salesforce-Administrator /Configuration/Purchase officer/Procurement/document control/admin projects related to HR & Admin/Projects based and various projects including drawings, technical documents, procurement & finance related documents along with client submissions and proven ability to establish and maintain an effective filing and archiving system for paper documents, Electronic documents and files in accordance with company and archiving procedures, Possessing extensive knowledge of electronic data management systems, Supplier document controls, electronic filing system and final handover.

## **Educational Qualification:**

- Bachelor of commerce in D.N.R Degree college Bhimavaram and year of passing 2017
- Intermediate board of Andra Pradesh in D.N.R Junior College Bhimavaram and year of passing 2014
- SSC studied in S.CH.B.R.M High School, Bhimavaram, West Godavari district passed in 2011-12.

## **IT Skills:**

- Salesforce- Administrator and configuration
- Oracle/ERP E-Business Software (Supply Chain Management)
- MS Office (Word, Excel, Outlook, PowerPoint)

## **Job Description:**

Company Name	Location	Designation	Period
Oman National Engineering & Investment Co. (SAOG)	Muscat, Oman	Salesforce-Administrator /Configuration	Oct-2020 to April-2022
Oman National Engineering & Investment Co. (SAOG)	Muscat, Oman	Purchase officer/Procurement/HR&Admin	January-2020 to Sep-2020
Oman National Engineering & Investment Co. (SAOG)	Muscat, Oman	HR&Admin	January-2019 to Dec-2019

## **Roles & Responsibilities**

### **COMPANY: ONEIC, MUSCAT, SULTUNATE OF OMAN.**

**Period: Octobert-2020 to April-2022.**

**Role: Salesforce Administrator/Configuration/CRM**

#### **Responsibilities:**

- Developed and Managed Custom Objects, apps, Page layouts, Record Types, Formula Fields.
- Played multiple roles as Salesforce Admin and sometime as Purchase officer in Oracle E-Business Suite (ERP-Supply Chain Management)
- Defined lookup and master-detail relationships on the objects and created junction objects to establish connectivity among objects.
- Employed Data Loader to insert and upset, massive amount of records from CSV files.
- Created Profiles, Roles based on Organization role hierarchy and implemented Record-Level and Field-Level security and configured sharing settings.
- Created Email Templates and Mail Merge Templates
- Resolved issues of cross functional team and provided training to the user after new implementation
- Modified fields and customized page layouts in Standard objects like Campaigns, Accounts, Leads, Contacts, Opportunities and Products and custom objects depending upon user roles
- Created Case and Lead Assignment rule
- Implemented various advanced fields like Pick list, Custom Formula Fields, Field Dependencies.
- Used workflow actions to create email alerts.
- Tracked issues and resolved on a daily basis.
- In-depth understanding of CRM business processes that include Campaign management, Lead Management, Order Management, Account Management, Case Management.

### **COMPANY: ONEIC, MUSCAT, SULTUNATE OF OMAN.**

**Period: January-2020 to Sep-2020**

**Role: Purchase officer/Procurement/ HR&Admin**

#### **Responsibilities:**

- Raised requests for Procuring material as per Projects requirement and developing Procurement system in Oracle ERP-E business suite (supply chain management).
- Maintaining of LPO/GRV registers. LPO related received materials DO and GRV copies uploading ERP System and developing Oracle ERP E-Business Suite (Supply chain Management)
- As per raising IT Ticket I can provide Procumbent, new User creation, Petty cash, HR system, LPO/GRV access
- Preparation of petty cash bill and upload the Oracle ERP System.

- Maintaining time sheets of all project staff and uploading all staff time sheet HR system
- Preparation of monthly payrolls for the projects wise the Oracle ERP financial System
- Maintaining of records for all staffs joining, leave plan and daily attendance by Oracle ERP System.
- Co-ordination with HR dep't for staff Visa renewal, leave approval, leave cancelation, air ticket booking, and visa renewal purpose
- Maintaining of agreements for timely renewal of staff accommodations as per the project requirement
- Maintaining of record for supplier invoice and follow-up for on time payments.
- Handling vendor drawings reproduction and Distributions
- Assigned the responsibilities of receiving, logging, tracking, filing & monitoring supplier and engineering drawings
- Assigned tasks of preparing records, distributing documents and keeping files using paper based & electronic systems.
- Submission & monitoring for circulation of documents for authorized signatures.
- Registration distribution, obtain comments/ Approval and return to vendor, all vendor documents.
- Internal & External expediting through email follow-up.
- Submission of Supplier Invoices with proper documents for timely clearing supplier bills
- Assisting other team members of accounting, purchase and store department when required.
- Supporting for preparing and maintaining enquires and quotations and follow up of materials with suppliers.

**COMPANY: ONEIC, MUSCAT, SULTUNATE OF OMAN.**

**Period: January-2019 to Dec-2019**

**Role: HR&Admin**

**Responsibilities:**

- Preparation of monthly payrolls for the projects.
- Co-ordination with HR dep't for staff Visa renewal, leave approval, leave cancelation, air ticket booking, and visa renewal purpose
- Maintaining of records for all staffs joining, leave plan and daily attendance.
- Responsible for setting up document control files for Engineer & Suppliers
- Maintaining time sheets of all project staff.
- Follow up with P&M Dep't for any vehicle repair/service or any approval for petty cash, vehicle third party inspection and timely doing ROP passing for expired.
- Asset transfer and asset details downloading the ERP System
- Co-ordination with IT Dep't for site office Bio-metric machine related issue to sort-out the problem.
- Co-ordination with finance dep't for releasing staff salary, LPO related outstanding payment and petty cash amount releasing.
- Co-ordination with other projects staff for any materials or workmen shifting purpose.
- Preparation of project wise reconciliation statements for supplier invoices (RMC, Steel and other major suppliers).

- Handling vendor drawings reproduction and Distributions
- Maintaining of LPO/GRV registers. LPO related received materials DO and GRV copies uploading ERP System

**LIST OF PROJECTS HANDELED DURING TENURE:**

- 220/132 KV Construction of Al Khabourah Interconnection Station and Regional office Building in Mulandha
- SEDE Water Transmission and distribution substation: 4 no of 3X20 MVA Primary Substation.
- Tender No:- 60/2021 Upgrading FIZAH PSS from 3\*6 MVA to 2\*20 MVA with 33 KV feeders interlink from Shinas grid (North Batinah Governorate)
- Tender no:- 61/2021 Upgrading and reconstruction of SIET-2 PSS to 3\*20 MVA with one 33 KV fresh feeder from LIWA- Grid station (North Batinah Governorate)

### Personal Details

- Date of Birth : 26<sup>th</sup> May,1997
- Gender : Male
- Passport : S5316778,
- Expire Date : 30/10/2028
- Marital Status : Single
- Nationality : Indian
- Languages knows : English, Hindi, Telugu & Basic Arabic
- Address : D.no-4-20-14/1,NearAnjaneyaTemple,Durgapuram,  
Bhimavram-534202, Andra Pradesh- INDIA,

### Declaration

I do hereby by declare that the details furnished above are true to the best of my knowledge and liability.

Date :

Place :

yours sincerely,  
(Lakshmi Durgarao Puppala)