**RESUME**

**GUNTURI RAGHU RAM B.Com., 201-A, Vijay Kalyan Chakravarthy Apartments,**

**Venkateswara Nagar,**

**Dr.A.S.Rao Nagar,**

**Hyderabad – 500 062.**

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**PROFESSIONAL SUMMARY**

* Coordination with Departments of Sales, Production, Logistics and Accounts.
* Marketing Administration, Digital Marketing, Designing and Office Administration.
* Planning, Innovative Ideas, Problem Solving, Interpersonal skills.

**WORK EXPERIENCE**

**Presently working with RMD Foods and Beverages Pvt. Ltd., Hyderabad** from 2008 to till date.

**Job Profile**

1. Managing in the Departments of Marketing, Production, Logistics, Accounts, Office Administration.
2. Coordinating between Marketing, Factory, HR and Accounts.
3. Motivating Sales person for reaching their Targets and Innovative Ideas for Marketing and Branding.
4. Sales Planning and Reports – Primary and Secondary Sales, Closing Stock, Schemes, Targets and Achievement data
5. Quotations and Stockist Appointment and Resignation procedures.
6. ERP Accounts Software (Spectrum) and Sales ERP Software (Bizom) (equal to SAP software) – Sales Accounts (Debtors list), Stock Inventory Reports, Accounts Reports, PJP of Sales Staff and Distributor.
7. Indenting of Primary Sales and dispatch from Factory to Distributor.
8. Office Administration – Sales Staff Attendance, Expenses, Office etc.,
9. Distributor queries
10. Invoices and Logistics

**PREVIOUS EMPLOYMENT**

**Adwit India Pvt. Ltd** – Advertising Agency worked in Client servicing(DTP,Media etc.,) from 2004 to 2008

**Job Profile**

1. Designing the Railway Tenders and ads.
2. Coordinating With Client Service Executive and Manager
3. Public Relations with Media Crew
4. Scheduling of Ads
5. Client Servicing
6. Office Administration

**Jan Shikshan Sansthan** – Social Work Organisation, Field and Administration Department as Program Executive. 2001 to 2003

**Job Profile**

1. Executive to the Director
2. Giving Counseling in the Social Work Programme
3. Programmes and activities held in different areas.
4. Maintaining Cash Book and Bank Reconciliation Statement
5. Coordinating with the Programme persons

**Sri Durga Enterprises** as Accounts Assistant 1999 to 2001

**Job Profile**

1. Clerical works and Bookkeeping,
2. Data Entering

**EDUCATIONAL QUALIFICATION**

Bachelor of Commerce from Osmania University in 1996.

# COMPUTER SKILLS

# Ms-Office : MS-Word, MS-Excel, MS-Powerpoint,

**PERSONAL DATA**

Date of Birth :6th, January, 1976

Martial Status : Married

Languages Known : English, Hindi, Telugu

**(GUNTURI RAGHU RAM)**