



## RESUME

### Shaikh Zieb Ishtiyak

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#### OBJECTIVE:

To work with a reputable organization for growth in my career & life through enhanced learning & application of technical knowledge.

Also, want to enhance my creative skills and concepts of my Work Profile.

#### ACADEMIC PROFILE:

Sr. No.	Degree/ Standard	College	University / Board	Percentage / CGPA	Year
1	SAP S/4 HANA Sales & Distribution Global certification	MVP KBTCOE, Nashik	Authorized Partner - SAP	69%	Nov 2023
2	BECE	Guru Gobind Singh College Of Engineering, Nashik	PUNE UNIVERSITY	SGPA : 8.14 CGPA : 7.00	2019
3	Diploma in CE	Jmct Polytechnic, Nashik	MUMBAI UNIVERSITY	80.36%	2016
4	SSC	Sacred Heart Convent High School, Nashik	SSC BOARD	70.805	2013

#### PROFESSIONAL EXPERIENCE:

Working Period	Organization	Designation	Project
01/06/2020 to Presently	Samruddhi Infrastructure	Sales Manager & Sr. Civil Engineer	Commercial Project
29/09/2019 to 17/05/2020	Atharva Construction Nashik	Sr. Civil Engineer	Drainage supply line under smart city project
01/06/2019 to 15/09/2019	H.F. Construction Nashik	Jr. Civil Engineer	Bunglaow Project

### **SKILLS : SAP Sales & Distribution S/4 HANA**

- I have leadership skills and can interact with customers/vendors smoothly
- I can analyze and resolve issues by logical understanding of the system
- I have intermediate knowledge of SAP SD working by practicing on my own in exercises provided
- Im willing to learn the system and apply all the learnings & knowledge in an project
- I have ability to understand SAP SD business and its prototype with market knowledge
- I can work in every challenging environment and take crucial decisions
- Im a highly dedicated & motivated team worker with strong interpersonal skills
- Detailed knowledge about Order to Cash (OTC), Billing, Invoice, Credit/Debit memo.
- Knowledge of master data in sales and distribution such as customer master data, material master data and condition master data.
- Basic understanding of collective processing, availability check and complaints processing like credit memorequest, cancelling billing documents, invoice correction request and returns.
- Configuring pricing, account determination, business partners, outline agreements.
- Knowledge of invoice combination, invoice split, copy control, output.
- Knowledge on handling incomplete documents and also setting up incomplection procedure, materialdetermination,sales scenarios, free goods

### **SKILLS : Samruddhi Infrastructure - Sr. Engineer**

- Working as a sales manager & senior civil engineer from last **3.5 years** at Samruddhi Infrastructure located at Ashoka Marg, Nashik.
- Having professional knowledge in sales within the project.
- Managing all clients efficiently and respectfully.
- Managing all work from the footing till the possession of the builing.
- Doing meetings with Architect, Structural Engineer, Plumbing Consultant and all other agencies.
- Managing all contractors to work efficiently with 100 % quality of work and safety.
- Proving my leadership skills in my work team.
- Making a note daily of all the works done.
- Have done a commercial building project having 4 Columns only
- Supervising & Performing each & every activity at site such as
  - Material management
  - Contractor management
  - Sales management
  - Banking works all
  - Rera documents handling
  - Accounts handling of everyone related to site & site office
  - Department labour management from local areas
  - Forecasting of upcoming works at site by proper planning
  - Achieving 100% efficiency and quality workmanship
  - Managing all the unseen or unplanned decisions at site
  - Selecting of Tiles, Granite, Hardware, Plumbing Material, Electric Material

## **SKILLS : Atharva Construction – Jr. Engineer**

- Worked as a Site Incharge at Atharva Construction for 5 months.
- Monitoring the site work progress with precision. & safety.
- Supervision of the work as per the given drawing.
- Supervision in WBM work as per given plan.
- Cross checking of Formwork and reinforcement before concreting.
- Management of work for next day by making of work order for every day.
- Making contractors bill of work.
- Taking final measurements for NMC bill in presence of Deputy Engineer and Junior Engineer.
- Making detail sheets of working and diesel consumption of Pocklain & JCB.

## **COURSE KNOWLEDGE:**

- SAP Sales & Distribution.
- Autocad.
- Ms-excel, Ms- office, word etc.

## **STRENGTHS:**

- Ability to make good relationship and set up trust.
- Ability to communicate with people.
- Ability to manage manpower & team work.
- Ability to learn fast and implement.
- Sincere & Loyal.
- Willingness to learn.
- Disciplined.
- Confident in stage speaking.
- An effective communicator with excellent interpersonal & relationship building skills.
- Patient & calm nature to handle the situations.

## **PERSONAL DETAILS:**

Date of Birth : 15/04/1997  
Gender : Male  
Marital Status : Unmarried  
Nationality : Indian  
Languages Known : English, Hindi, Marathi  
Address : Nashik, Maharashtra, India - 422011

## **DECLARATION :**

I hereby declare that the information furnished above is true to the best of my knowledge, ability and belief.

PLACE: Nashik.

DATE: / /

**(Shaikh Zieb Ishtiyak)**