

Deepa K

Mobile: 6360034829 | Email: deepaijb@gmail.com

Career Objective

To secure a responsible position in a progressive organization where I can utilize my skills, innovative ideas, and dedication to contribute to the growth of the institution while enhancing my professional development.

Work Experience

IJB Cabling Construction - Admin Executive - (Jan-19–March-25)

Responsibilities:

➤ Billing Management

- Preparing and processing invoices for clients and vendors.
- Verifying billing accuracy, including costs, taxes, and discounts.
- Ensuring timely payments and following up on pending invoices.
- Coordinating with the finance team for reconciliation and maintaining billing records.

➤ Vendor Handling

- Identifying and selecting suitable vendors for material supply.
- Negotiating contracts and pricing with vendors.
- Ensuring timely delivery of materials and resolving any issues.
- Maintaining strong vendor relationships for smooth operations.

➤ Using SAP for E-Way Billing

- Generating and managing E-Way Bills for transportation of goods as per government regulations.
- Recording transactions in SAP to ensure compliance with tax and audit requirements.
- Monitoring and maintaining accurate data entry in the system.

➤ **Material Stock Maintenance**

- Keeping track of incoming and outgoing materials.
- Ensuring proper storage and handling of stock to prevent losses.
- Conducting regular stock audits to update inventory records.
- Coordinating with suppliers and internal teams for replenishments.

➤ **Material Coordination**

- Ensuring the availability of materials for ongoing projects.
- Coordinating with different departments for material requests and approvals.
- Handling logistics and timely distribution of materials to required locations.

➤ **Accounts Management**

- Handling day-to-day financial transactions.
- Assisting in bookkeeping, maintaining ledgers, and preparing financial reports.
- Managing petty cash and handling company expenses.
- Ensuring compliance with tax regulations and financial policies.

➤ **Salary Maintenance**

- Preparing monthly salary sheets for employees.
- Processing payroll, including deductions for tax, PF, and other benefits.
- Coordinating with HR and finance teams for accurate salary disbursements.
- Maintaining records of salary payments and increments.

➤ **Employee Attendance Management**

- Tracking daily attendance records.
- Managing employee leave requests and approvals.

Cuirass Steel Doors Pvt Ltd - Admin Executive (Jan 17 – January 18)

Responsibilities:

- Prepared and processed bills and invoices accurately, ensuring compliance with company policies.
- Coordinated with vendors for procurement, negotiated terms, and maintained strong vendor relationships.
- Addressed customer inquiries and concerns, providing timely and effective solutions to enhance customer satisfaction.
- Managed inventory and ensured the availability of necessary materials for production and operations.
- Assisted in organizing meetings, preparing agendas, and maintaining minutes for future reference.

Spar Hyper Market Pvt Ltd - Admin & Billing Executive (June 15- Nov 16)

Responsibilities:

- Generated and processed invoices for products sold, ensuring accuracy and timely delivery to customers.
- Collected payments from customers, maintained payment records, and followed up on overdue accounts.
- Assisted in reconciling daily sales reports and ensuring alignment with financial records.
- Supported the admin team in managing schedules, coordinating with staff, and maintaining office efficiency.
- Handled customer queries related to billing and provided assistance to resolve issues promptly.

Technical Skills

Workflow Tools: MS Office (Word, Excel, PowerPoint), Tally ERP.9 (Basic).

Strengths

- Positive thinking and self-motivated.
- Hardworking and confident.
- Strong coordination and organizational skills.
- Excellent communication and interpersonal abilities.
- Ability to multitask and work under pressure.

Education:

(B.com-CA) from July 2011- Apr 2013

Personal Details

- Husband's Name: Anandhakumar M
- Date of Birth: November 8, 1994
- Marital Status: Married
- Languages Known: English, Kannada, Hindi, Tamil
- Address: DNo:150, Prasanna Nivas, Kandhaswamy layout, Pappanaiyken Palayam Coimbatore-641037.

Declaration

I hereby declare that the information provided above is true and correct to the best of my knowledge.

Date:

Deepa K