

**RAJIV RAJA**

Rajahmundry

**Contact:** +91-9959694969, 7013915200; **Email:** [Rajiv.mba10@gmail.com](mailto:Rajiv.mba10@gmail.com)**CAREER OBJECTIVE**

To pursue a challenging career and be part of a progressive organization that gives scope to enhance my knowledge ,skills and reach the pinnacle in this field with sheer determination and hard work

- **Work Experience** Currently in Desi tea time limited as a warehouse manager(SCM) pastly in Nectar biosciences(Aqua medicine manufacturing) as a Assistant manager (ware house and logistics) before that 5 years in Finance & Accounts as associate and 4 years as an Accounts & finance Executive (A.F.E) in Bharat financial inclusion limited.

- **Company** : **Desi tea time limited (Beverages and food products manufacturing)**  
➤ **Designation** : Warehouse Manager (Supply chain management)  
➤ **Duration** : Period 01st September 2022 to present.

**Roles & Responsibilities:****Procurement**

- Research potential vendors and compare, evaluate quotations from suppliers.
- Negotiate contract terms of agreement and pricing, track orders and ensure timely delivery.
- Maintaining updated records of purchased products delivery information and invoices.
- Preparing reports of purchases, including cost analysis, variances and future pricing.
- Innovative strategies in purchasing according to the latest trends and apps.
- Approving purchase requisites from various warehouses from the team, and reviewing the consumption by checking stock ledgers and intimating the a/c/s dept to raise purchase orders.
- Preparing monthly,quarterly procurement plan for requirement of materials to not maintain surplus or shortfall of inventory providing requirement of budget for materials
- Ensure the 3units warehouse operations a peak efficiency by monitoring stocks on daily basis with ERP software and with periodical physical stock audits.
- Develop warehouse operations systems by determining product handling and storage requirements, inventory, gate processes, and shipping methods at a minimal cost and considering the time factors and priorities of goods requirement.
- Train and manage the warehouse team to solve day-to-day operational issues and to increase productivity to reach short- and long-term goods requirement based on the seasonal conditions.
- Monitoring the daily production and giving them work order based on the sales forecasting to meet the supply conditions.
- Daily wastage minimization on daily production activities and give them approval based on the company instructions.

- Handling the entire supply chain management from creation of registered vendor to supply to the end user with minimal cost with assured time and service after sales.
- Space management in warehouse from the time of inbound to outbound activities to simplify the work and equipments layout to meet the company standards and quality also
- Identifying the potential vendors and making registered to meet our material requirements and giving them purchase orders by taking approval from director.
- Giving production plan to vendors for different kind of materials based on company requirements to meet supply conditions.
- Considering the space availability, materials priority and fund management doing procurement.
- Payment to the vendors based on the company policies and coordinating with the A/C's department related GST issues in purchases.
- Random Quality and quantity check from the inbound materials has been taken priority and tracing the products quality upto the end user consumption, if any issues reverting to the vendors incase making the unregistered do not to make further purchase.
- Daily monitoring the stocks in software and forecasting the products requirement in time based on the past sales.
- Monitoring the product wise sales and identifying the movement of goods from time to time and presenting it to the board director.
- Upgrading the products according to the market conditions in terms of labeling products, new products launching and product corrections.
- Maintaining buffer stocks in case of unexpected conditions and to maintain FIFO and LIFO principles.
- Liquidating the goods as per the perishability and expiry conditions.
- Presenting product wise, vendor wise and customer wise product purchase and sales to monthly, quarterly and yearly to board directors.
- Enrolling the logistics partner to deliver and receive goods with in time at a lowest cost in the market.
- Approving the warehouse expenses as per the company policies.
- Monthly check of fixed assets at warehouses according to the portal and bills.
- Inter departmental coordination to other departments especially A/c's department related to stocks and submitting physical stock reports vs software stocks.
- Approving the wastage of materials i.e, rate bites ,shrinkages and expiry stocks with proof's.
- Daily postings related to Accounts receivables and payables.
- Randomly run audits of stock transportations internally and externally transfers

**Company** : **Nectar Asia pvt Ltd (Aqua medicine manufacturing)**

**Designation** : Assistant manager (ware house and logistics)

**Duration** : Period 28<sup>th</sup> January 2021 to 31st August 2022.

**Roles & Responsibilities:**

- Preparation of invoices for consignee IN **ERP (ODOO)** and generating E-way bills in portal.
- Creation of new debtors and creditors based on the GSTTIN NUMBER verification.
- Timely Maintaining of debtors and creditors ledgers and projecting to the managing director regarding their outstanding.
- Verification of cash book voucher posting related cash bank and journal entries and handling petty expenses at Factory level.
- Verification of registers which are updated on daily basis or not according to the company policies.
- Pan India level bank accounts reconciliation day wise.
- Daily postings related to Accounts receivables and payables.
- Randomly run audits of stock transportations internally and externally transfers
- Generating GST reports and verification with month wise sales and updating in JSOP report.
- Responsible in reduction of shrinkages, contributes profitability of the company.
- Verification of fixed assets with Asset id's tallying with HO fixed assets register and trail balance balances

- Finalizing the quotations regarding purchase of fixed assets, job works and for raw materials procurement by the creditors.
- Verification of inventory to identify theft, shortages at plant, warehouses physically at periodical intervals and to monitor security compliance measures.
- Monitor closed circuit cameras at factory and ware houses and working of biometric and electronic devices like barcode and labeling machines.
- Maintaining monthly quarterly reports related to expenditure, provisions and sales.
- Generating credit & debit notes regarding stock returns and shuffling and auditing their goods quality tracking based on the Batch/lot numbers.
- Conducting audits related to inventory, bank's and preparing budgets for allocation of funding.
- Preparing reports for prevention of loss budgets and investigation reports for the reasons for losses.
- Verification of fixed assets and registers tallying with HO fixed assets register and trail balance balances.
- Maintaining of fixed asset bills verifying Rent deeds & Other Deposits (Soft Copies & Hard Copies) and renewal process as per the agreements.
- Motivate staff to ensure their KRA'S remains as their focus.
- Bankers repo in opening bank accounts and for day to day activities, and for mobilizing funds.
- Chart of accounts creation and maintaining trail balances and coordinate with external auditors.
- Staff Advances crediting to employees based on the approval and recovery process as per company policy in clearance.
- Updating new products and pricelists based on zones at regular intervals in ERP portal.
- Day to day focus on ageing of the partners and projecting to the MD simultaneously with the sales team to minimize the bad debts.
- Verifying day wise BRS and monitoring of BRS sheets by checking with E-Statements.
- Verification of Employee TA DA expenses and approving.
- Quarterly reconciliation of consignee ledgers with company ledgers balances.
- Involvement with freights, warehouses maintenance and visit to consignee regarding feedbacks and market related topics.

**Company** : **Bharat financial inclusion limited (BFIL)**

**Designation** : **Accounts & finance Executive (A.F.E)**

**Duration** : **Period 1st April 2014 to 11th january 2021.**

**Roles & Responsibilities:**

- Physical closing cash verification with denominations and verification of branch cheque leaves.
- Verification of safe lockers keys with key numbers and with those were placed with signatory holders are not according to the company safe locker policy.
- Dealing with associates and consolidating the associate reports and reporting to the accounts manager.
- Providing training to associates regarding new policies, and reviewing their reports weekly
- Verification of Book of Accounts, ledgers, vouching.
- Verification of fixed assets with Asset id's tallying with HO fixed assets register and trail balance balances
- Verification of 21 manual register whether they are updated on daily basis or not.
- Fraud detection in disbursement of loans, Investigation of Frauds and submit the report to Management, Lead to fraud investigation team.
- Identifying the fake bills and verifying the payments monthly structure or within the company policy, if beyond with proper approvals provided or not as per company policy.
- Consolidation of reports and visiting to various branches and finalize the grading of branches, preparing the report for analysis of branch grading, and briefing the report to branch manager & submitting the Audit report to Management.
- Loan utilization check (LUC) verifying the Loan documents, and KYC Verification.
- Gold loan branches audit done in Bangalore for 6 months period
- Random sampling of gold loan weights as per company policies.

- Visit to field on loan customers and for cross selling products(Insurance)
- Verification of Retail insurance (RI) death claims documents regarding frauds.
- Coordinating with other departments and to implement cost control techniques.
- Responsible for Statutory Audit reports area wise (Monthly auditor's report).
- Maintaining inter departmental relations.
- Prepare Budgets for month to month expenditure incurred in 17 branches.
- Responsible for fund requirement & Excess funds transfers.
- Responsible for Branch related Audit reports.
- Verifying day wise BRS and monitoring of BRS sheets by checking with E-Statements.
- Responsible for Branch related Statutory Payments and Tax deductions
- Maintain Area level FAR bills & verifying Rent deeds & Other Deposits (Soft Copies & Hard Copies).
- Maintaining inter departmental relations.
- Expecting fund requirements for disbursements of loans & expenditure for next weeks.
- Responsible for Branch related Audit reports.

**Company : Bharat financial inclusion limited (BFIL)**

- **Designation :** Accounts & finance associate (A.F.A)
- **Duration :** Period from 4 January 2010 to 1st April 2014

- Monitoring 17 branches related to financial and accounting transactions.
- Implementing better fund management techniques.
- Coordinating with other departments and to implement cost control techniques.
- Responsible for Area Level Monthly Data base Finalization.
- Prepare Budgets for month to month expenditure incurred in 17 branches.
- Expecting fund requirements for disbursements of loans & expenditure for next weeks.
- Responsible for fund requirement & Excess funds transfers. .
- Responsible for Branch related Audit reports.
- Verifying day wise BRS and monitoring of BRS sheets by checking with E-Statements.
- Responsible for Branch related Statutory Payments and Tax deductions
- Area Level Expenditure analysis.
- Preparing month wise reports for every head of account expenditure incurred.
- Dealing with RTGS & NEFT transactions.
- Maintaining inter departmental relations.
- Expecting fund requirements for disbursements of loans & expenditure for next weeks.
- Responsible for fund requirement & Excess funds transfers.
- Responsible for inter office transaction (HO to RO/AO/BO).
- Responsible for booking the Fund related entries at regional level.
- Responsible for Branch related Audit reports.
- Responsible for Branch related Statutory Payments and Tax deductions
- Responsible for RO level promotions and conducting panel interviews, tests & Training to Associates & monitoring on Associates.
- Primary responsible for Bank A/C opening.
- Consolidation of branch Visit reports & PAR report consolidation sending to finance. Manager along with weekly reports.
- Area Level Expenditure analysis.
- Maintain Area level FAR bills & verifying Rent deeds & Other Deposits(Soft Copies & Hard Copies).

**Technical Skills :-**

**Operating system:** ERP, Tally, finacle, Windows XP, Windows Vista, Windows 7, windows 8  
**IT skills** : well versed with MS Office, internet applications

**Achievements:-**

- In SKS micro finance limited I achieved “excellent” performance appraisal for the year 2010 - 2011 financial year.
  - In Bharat financial inclusion limited I achieved “excellent” performance appraisal for the year 2017 -2018 & 2018-19 financial years.
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**PROFESSIONAL CERTIFICATION:-**

- Qualified AMFI examination with 73% with the help of knowledge which is gained during my SIP.
- Received proficiency certificate in commerce

**SUMMER INTERNSHIP PROGRAM (SIP work experience) 2009:-**

- Generated business worth of Rs.250000/- by selling Mutual Funds for H.D.F.C.A.M.C.Ltd at Rajahmundry.
- Generated business from banks and distributors worth Rs 1000000/-  
I had done 50 empanelments

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## EDUCATIONAL CREDENTIALS

### **Master in Business Administration, (M.B.A) 2008- 2010**

I.C.F.A.I National college, ( CGPA. 6.50 and finance, marketing and human resource with triple specialization)  
Rajahmundry, INDIA

### **Bachelor of Commerce, (B.com), 2002-2006**

S.KV.T.Degree College, Rajahmundry, INDIA

### **Intermediate in Commerce,(C.E.C) 2000-2002**

Government Junior College, Rajahmundry, INDIA, Board of Intermediate Education

### **Secondary school of Education(S.S.C), 2000**

D.V.R.Wisdom(E.M) High School, Rajahmundry, INDIA;

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**Date of Birth:** 21<sup>th</sup> Apr 1985

**Nationality:** Indian

**Languages Known:** English, Hindi and Telugu

**References:**

## ***DECLARATION***

I hereby declare that the all the information furnished here in are true and correct to the best of my knowledge and belief.

Thanking you,

Date: 09/10/2024

Place : Rajahmundry

Warm Regards

**(R.RAJIV)**