

CURRICULAM VITAE

RAJANI.M

rajanimalempati@gmail.com

+91-9553363861

Career Objective:

To be associated with a progressive organization that gives scope to apply my knowledge and skills in the area of development of application and to be team that dynamically works towards the growth of the organization.

Profile Snapshot:

- ❖ 7+ years of rich experience in internal sales administration, Inventory management and trading process related to materials Procurement.
- ❖ Experienced and performed administrative & clerical support tasks for sales team.
- ❖ Expertise in developing local vendors, reducing the cost of procurement of material.
- ❖ Good Knowledge in Analog, Digital Electronic components and semi-conductors.

Key Performing areas:

- ❖ **Planning** : Forecasting of orders and planning to process the purchase order by generating the sale order, cross checking the availability of goods with the inventory and coordinating with purchase if required and processing the order for dispatch.
- ❖ **Purchase**: Identifying new local vendors for all process related materials, which are able to deliver high quality products at competitive price.
- ❖ Create & Maintain the Monthly sales schedule Report.
- ❖ Ability to work multitasks and set priorities in a fair and objective manner.
- ❖ Ability to deal with customer requests in a quick and decisive manner.
- ❖ Strong telephone and customer service skills.

Career sketch

- Worked as a Team Member-Operations with **Areca Embedded Systems Pvt Ltd-Cherlapally**, from Oct'2021 to Aug'2022.
- Worked as an Internal Support Administrator with **Tejaswi Green Energy Pvt Ltd -Cherlapally**, from Aug'2016 to Nov'2019.
- Worked as an Internal Sales Support Administrator with **Ushodaya Electronics-North Kamala Nagar**, from Oct'2013 to Jun'2016.
- Worked as a Team Member -SCM with **MCML Protection Technologies Pvt. Ltd-Sainikpuri**, from Oct' 2007 to Sep'2013.

Employment Profile

OCT' 2021 TO AUG' 2022

Team Member – Operations, Areca Embedded Systems Pvt Ltd

Roles & Responsibilities:

- Setting up the monthly sales schedule report.
- Weekly & Monthly basis MIS reports Preparation.
- Preparation of clarification letters against customer queries.
- Follow up with site supervisors about site survey reports and Joint inspection reports.
- Preparation of data for billing as per joint reports and material delivery.
- Online billing process of various customers.
- Project codes generation and forwarding to all Concern Departments.
- Follow up with accounts department about Bank Guarantees/FDR/DD and Tax Invoices.
- Follow up with Contractors to get the bills, verify with the joint reports and the same forwarded to accounts department with supporting documents to clear the payments.
- Follow up with Purchase department for required material.
- Follow up with R&D and D&D departments about technical queries which is received from customers.
- Maintain proper filling records as per standards.

AUG' 2016 TO NOV'2019.

Internal Support Administrator, Tejaswi Green Energy Pvt Ltd

Roles & Responsibilities:

- Attending Customer service-based requests and preparing quotation as per requirements.
- Providing & preparing the letters to customers for product information and clarification.
- Following up with Customers for payments.
- Preparing Tax invoices, Delivery Challans and waybill generation.
- Arranging the logistics for material with best pricing.
- Data preparation for monthly GST returns filing.
- Checking & compare the received Orders with Quotation then prepare sales order and Forwarding the approved order to all Concern Departments.
- Make sure that all quotations are fulfilled before deadlines.
- Maintaining of all administration works, preparation staff salaries and pay slips.
- Maintain proper filing records as per standards.
- Entries in Tally for Sales, Purchases and bank statements.
- Online tendering process.

OCT' 2013 TO JUN 2016.

Internal Sales Support Administrator, Ushodaya Electronics

Roles & Responsibilities:

- Setting up the monthly sales schedule report.
- Attending Customer service-based requests and preparing quotation as per requirements.
- Providing & preparing the letters to customers for product information and clarification.

- Checking & compare the received Orders with Quotation then prepare sales order and Forwarding the approved order to all Concern Departments.
- Make sure that all quotations are fulfilled before deadlines.
- Procurement of all kinds of goods and materials from local and national market.
- Proactive monthly follow ups with our standard suppliers to ensure their updated price lists of products.
- Taken ownership of all administrated works, preparation staff salaries and pay slips.
- Maintain proper filling records as per standards.

OCT 2007 TO OCT 2013.

Team Member-SCM, McML PROTECTION TECHNOLOGIES PVT.LTD

Roles & Responsibilities:

- Preparing planning schedule for Monthly, Quarterly, Yearly as per customer requirement.
- Sourcing for suitable vendors and material as per specification and budget.
- Negotiating the lowest prices & issuing P.O make sure that it has been reached the respective vendors on time. Identifying and evaluating new Vendor and adding into the list of approved vendors.
- Make sure that all purchase requests are fulfilled before deadlines.
- Liaise with accounts payable department to ensure accurate and timely payment of invoices, as necessary for the business with the supplier.
- Coordinating stock verification activities with auditors.
- Highlighting Non-moving stock based on aging to planners for appropriate actions.

Academic Qualifications

- ❖ B.com with 50%.
- ❖ Intermediate (M.P.C) With 50%.
- ❖ S.S.C With 70%

Software skills

- ❖ Operating Systems : Windows, MS-DOS
- ❖ Others : Ms office , Tally

Personal Details

- ❖ Date of Birth : 25.07.1986
- ❖ Marital Status : Married
- ❖ Religion : Hindu
- ❖ Address : North Kamala Nagar
ECIL X ROAD
HYD-500 062

Place: HYDERABAD

Date:

(M. Rajani)