

Curriculum Vitae

Ganesh Mahadev Tokiye

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PROFESSIONAL SUMMARY

Results-oriented MIS professional with 15+ years of diverse experience, including exposure in distribution, sales, collection plan, stock audit, field expenses tracking abilities and a commitment to monthly or weekly report generation. Proficient in MIS Analysis, Reporting and Distribution compliance. Meticulous, bilingual Professional with extensive experience with major pharmaceutical firm.

OBJECTIVE

Seeking a challenging MIS Analysis position to leverage existing skills and further professional development.

CAREER PROFILE

- Worked as a Distribution cum MIS Executive of large Pharmaceutical Company.
- More than 15 years of experience in MIS Analysis

COMPUTER SKILL

- Advanced Excel (Pivot, VLookup, HLookup, Micros, Dashboard)
- MSOffice / MS-Outlook / E-mail etc.
- RetailGraph (Pharma) Software

EDUCATION BACKGROUND

KES College, Mumbai

Higher Secondary School Certificate, 2002.

SHREE N D BHUTA HIGH SCHOOL, Mumbai

Secondary School Certificate, 2000.

PROFESSIONAL EXPERIENCE

Company Name : Syncom Formulations (INDIA) Limited.
Designation : MIS & Distribution Executive
Period / Year : 1.3 Years (Till Date)
Responsibilities : Managing performance management systems
Incentives & help improve business efficiencies working with regional & business heads.
Analyzes the impact of employee performance interventions on organizational performance and provides reports to the management.
Collect and analyses performance appraisal results across functions.
Sales Excellence - Monitor and Achieve target setting.
Track on Weekly, Monthly sales achievement and report.
Check the stock levels at the counters and ensure replenishments on time to avoid OOS situations.
Data analytical skills & problem-solving skill

Company Name : Plethico Laboratories Pvt. Ltd & Passion Indulge
Designation : MIS Executive
Period / Year : 7 Years
Responsibilities : Monthly & Weekly secondary report
Monthly generic sale & invoice report, primary report
Monthly stock & sale analyzing report
Stockiest monthly outstanding report
Collection plan & report
BA & BDE salary, incentive & salary working
Credit note - price diff, display, additional claim
Field expenses checking & management require report
Secondary & primary & viability analysis report
Analysis report- sales, collection

Company Name : Molekule Phrmaceutical India Pvt. Ltd.
Designation : Distribution Executive
Period / Year : 3 Years

Responsibilities : MIS Report generation & Database Management of Sales Team.
All rate and quantity discount updation
GC Working on discount
MIS Reports related to outstanding, RGA, Invoice details
Updation of price list and price difference, credit note
FORM 'F' Updation
Lock lifting process, preparing customer master
Analysis of monthly / weekly volume and sales data, identifying the issues and the errors and work with the team to solve for them
Maintain reports & spreadsheets for historical data, manage email requests
Work closely with Operations for daily, weekly & monthly reports
Ability to validate and identify issues on vendor related pay-outs
Extracting of data into spreadsheet and preparing monthly consolidation of accounts using analytical and excellent spreadsheet skills
Preparation of monthly Financial MIS (Daily / Weekly / Monthly / Quarterly / Annual)

Company Name : FALCON ELECTRO-TAK PVT. LTD.
Designation : Accounts Assistant
Period / Year : 3 Years
Responsibilities : Maintenance of Books of accounts including finance management and Assets Accounting,
Ensuring implementation of standard procedures relating to arrival of stock,
Maintenance of stock in the godowns
Physical verification of stock in warehouse and
Reconciliation with Book Stock
Invoicing
Reconciliation of Vendor/Supplier Ledger
Reconciliation of Inter Office Balance
Ensuring proper compliance with all statutory formalities like service tax, GST filing etc.

Coordinating with internal auditors
Ensuring proper utilization of budget, etc.
Reconciliation of Vendor/Supplier Ledger & Inter Office Balance
Preparation of Transporter bills
Preparation of Journal vouchers and payments
Other accounts related works
Settling employee tour bills and other bills
Ensure proper transportation of stocks and other commercial activities, etc.

Company Name : FALCON ENTREPRISES
Designation : Purchase Assistant
Period / Year : 5 Years
Responsibilities : Invoicing
Reconciliation with Book Stock
Ensuring implementation of standard procedures relating to arrival of stock,
Maintenance of stock in the godowns
Physical verification of stock in warehouse and
Reconciliation of Vendor/Supplier Ledger
Preparation of Transporter bills
Preparation of Journal vouchers and payments
Ensure proper transportation of stocks and other commercial activities, etc.

PERSONAL DETAIL'S

Name : Ganesh Mahadev Tokiye.
DOB : 31st Jan 1985.
Gender : Male.
Marital Status : Married.
Nationality : Indian.
Language : Marathi, Hindi, English.

You're faithfully

Ganesh Tokiye