# RESUME

**HETAL URMIL WANI**

6, Suryadeep bungalows, Opp Heritage homes, behind badshah villa farm, Thaltej, Ahmedabad-380059

**Cont: +91-98795-05788, Email:** [**hetdshah@gmail.com**](mailto:hetdshah@gmail.com)

**D.O.B:** 19 January 1984

**Gender:** Female

**Marital Status:** Married

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

**Career Objective:**

A growth-oriented position in a professionally managed and dynamic organization, which provides opportunities for development and responsibilities to contribute towards an organization’s success

**Professional Summary**

* 4 years of experience in Accounts, 10 years of experience in sales as a coordinator.
* Experience in accounts, billing management, reconciliation, Sales-Coordination.
* Good Team Player, self-motivated, enthusiastic with good analytical skills and intellectual ability

**Current Industry**

* Organization : **HCL INFOSYSTEMS LTD**
* Designation : SENIOR EXECUTIVE
* Duration : OCT 2015 – Till Date

# Key Responsibilities

* Sales Order login, price approval, Billing of invoice, Payment collection follow up
* Maintaining Stock Report, Billing Report, collection report
* Looking for new customer registration formalities
* Coordinate with dealers for prices & new product launch in market
* Inform dealers about new scheme & price and encourage them for sales
* Coordination with Business and maintaining Vendor & Client Relationship.
* Managing run rate business from back end.
* Coordinating with logistic team for delivery of billed material.

**Education Summary:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Degree | **Year** | **Institution** | Board of Control | Percentage |
| **M.Com** | 2005-2007 | Veer narmad South Gujarat University Surat | Veer narmad South Gujarat University Surat | 57.00 % |
| **B.Com** | 2001-2004 | S.B.Garda Arts & P.K.Patel College of Commerce, Navsari | South Gujarat University Surat | 59.32 % |
| **H.S.C.** | 1999-2001 | Ambika High School Gadat | Gujarat Secondary Education Board, Gujarat | 67.00 % |
| **S.S.C** | 1998-1999 | Ambika High School Gadat | Gujarat Secondary Education Board, Gujarat | 72.14 % |

**Experience:-**

**Essar Steel Ltd, Surat -** Accounts Assistant - June 2004 to Nov 2007

* Preparing receipt and safekeeping of supplier’s and contractor’s bills
* Preparing certification of goods receipt/ processing of bills payable
* Making “c” Forms for supplier and Maintaining customer ledger and reconciliation on a quarterly basis, Looking after customs & export billing

**HCL INFOSYSTEMS LTD** – Sales & Accounts coordinator - Jan 2008 to July 2008

* looking for employees salary and process their expenses
* Vendor’s and customer’s reconciliation on a quarterly basis
* Maintaining and record-keeping of customers and vendors data base
* Coordinate with dealers for new product launch in market
* Inform dealers about new scheme, price and encourage them for sales and Distribution
* Looking for new customer and vendor registration formalities

**REDINGTON INDIA LTD -** Marketing coordinator - Aug 2008 to Feb 2015

* Sales Order login, price approval, Billing of invoice, Payment collection follow up
* Maintaining and record-keeping of customers data base
* Coordinate with dealers for prices & new product launch in market
* Inform dealers about new scheme, price and encourage them for sales
* Coordination with Business and maintaining Vendor & Client Relationship.
* Looking for new customer and vendor registration formalities
* Handling the back office operation for more than 10 Strategic Products.
* Coordinating with logistic team for delivery of billed material.

**Gardner Denver Engineered Products (I) Pvt.Ltd. –** Customer Service Representative - March 2015 to Sep 2015

* Making of Proforma Invoice, Sales Order login, Payment collection follow up
* Maintaining and record-keeping of customers data base
* Coordinate with dealers for their requirement of After sales service
* Looking for new customer registration formalities
* Handling Export billing and Drop shipment billing
* Coordinating with logistic team for delivery of billed material.
* Preparing Sales and MIS reports on weekly and monthly basis
* Handling back office operation for all after sales requirement

**DECLARATION:**

I hereby declare that the information furnished by me as above is true to the best of my knowledge.

**HetaL Wani**