

ENDOWMENT

Influential endowment financial profession and Party relationship offering over four year of experience in sales and support. Expert in order processing, Invoice and billing

KEY PROFICIENCIES

- ◆ Sales order Creation
 - ◆ Central Excise Invoice
 - ◆ Rate Master Creation
 - ◆ Scheme Master Creation
 - ◆ Online Excise Payable Report
 - ◆ Sales Return Memo
 - ◆ Creation of E Way Bill
 - ◆ Party relationship
 - ◆ Credit Note Creation
 - ◆ Export Order execution
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Profession Experience

- Currently Working At Reliance Formulation Ltd. **(VATVA)** Since May - 2015 to till date as A Post of INSIDE SALES EXECUTIVE.
 - I have been worked At HINDUJA LEYLAND FINANCE LTD. **(AHMEDABAD-SHAHALAM SUZUKI)** Since October - 2013 TO July-2015 as A Post of SALES EXECUTIVE.
 - I have been working at Humming Bird Play House since june – 2008 To November 2010 as teaching staff.
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Education

B.Com in 2004

Gujarat University

ADDITIONAL ASSETS

MS Office , MS Excel, Pharmasuit, MPlus

DECLARATION

I here by declare that all the details specified above are true best of my knowledge and belief.

Date:-

(Zarna Khamar)

Place:-