

Aayushi Rathod

Ahmedabad

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Secure a position with an organization that lead to a long term career relationship.

Professional Experience

Navneet Education Limited
Office Assistant

01/18 - 03/23

SAP EXECUTIVE/ BACK OFFICE EXECUTIVE

- Handling more than 50 orders having 30+ entries in single order
- Maintain all materials data in excel sheet & portal
- Maintaining accuracy throughout work with cross team coordination
- Working on SAP .
- T- CODE USE:
- BP - Maintain Business Documents
- ORDER ENTRY = VA01 - Create Document, VA02 - Change Document, VA03 - Display Document, VA05 - List of Documents.
- BILLING & CREDIT NOTES = VA02 - Changes sales order , VL02N - Change outbound delivery, VF01 - Create billing documents , VF02 - Change billing documents , VF03 - Display billing documents
- Vk13 - Display condition records.
- MCSI - Self defined Standard analysis
- MB52 - List of warehouse stocks on hand
- MB53 - Display plant stock Availability
- MM03 - Display Material.
- VFX3 - Release billing Document for Accounting.

Education

SHARDA VIDHYA MANDIR
SSC - 69.9%

03/10 - 03/10

GUJARAT UNIVRSITY TECHNOLOGY
Diploma In Computer Engineering - 6.40 CGPA

01/10 - 01/13

DR. BABASAHEB AMBEDKAR OPEN UNIVRSITY
BACHELOR OF COMPUTER APPLICATION - 66.87%

01/14 - 01/17

Key Skills

- Documentation tools. = open office
- Ms excel - vlookup , pivot table, countif,sumif

Interests

- Surfing internet, Listening music, Traveling