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Pune,Maharashtra

## SONALI GERA

### CAREER OBJECTIVE

Looking for competitive and challenging environment where I can serve the organization with best efforts which will help me to enhance my professional skills in a dynamic and stable career ahead. Thus want to excel in this field with hard work, perseverance and dedication.

### ATTRIBUTES

- Strategic thinker
- Professional and Positive Approach.
- Self-motivated and flexible.
- Strong in building relationship and able to communicate at all levels. Dynamic, Creative and fast learner.

### PROFESSIONAL EXPERIENCE

#### ❖ FABEL SERVICES INDIA PVT LTD

**Duration:** 3<sup>rd</sup> November 2016 to 24<sup>th</sup> January 2020

A Company engaged in providing accounting, IT services, logistics and customer services to different companies across Europe & Hong Kong. Working for one of their major clients, Feelgoodcontacts.com which is 2<sup>nd</sup> growing European contact lenses website.

#### Key Responsibilities:

##### **Purchase order processing:**

- Market Analysis: Searching the supplier in the market and looking for the best options for the purchase of the goods.
- Processing purchase order for contact lenses with different suppliers.
- Looking over the timely delivery of the orders within the estimated time given to the suppliers for delivery of orders on time.
- Managing the goods received in warehouse to avoid any mismatches against the order place.

**Vendor Management:**

- Was involved in searching of suppliers according to the need of purchase.
- Negotiation on the price.
- Taking regular follow ups on the processed and partial orders estimated time of delivery, credits for any mismatches or damage received in the orders.
- Involved in the vendor development for better results in the timely delivery of orders, good pricing and strong vendor relationship for better and smooth functioning of business.

**Stock Analysing:**

- Monthly analysis on the stock in hand for monitoring the products that are slow moving over stock or non-moving.
- Working on the report for near to expiry goods, or over stocking of the products present in stock and then coordinating with the sales team to bring out some campaign to sell out the stock.
- Looking over dead stock (non-moving products) in warehouse and arranging return to suppliers.

**Reports:**

- Preparing monthly purchase report with Gross profit made on purchases.
- Purchase summary report.
- Top selling products.
- Summary of Purchase orders not received completely and partially received.
- Preparing report for the existing suppliers on the complete purchase done in a Year and reflecting the total purchase given to them further negotiating for better price based on last purchase done.

**Payments:**

- Payments: Processing the payments of the supplier by coordinating with the accounts.
- Reconciliation of invoice.
- Co-ordinating with the accounts for Payments,Credits notes and debit notes.

❖ **BIRD WORLDWIDE FLIGHT SERVICES PVT LTD**

**Duration:** 07-02- 2014 to 08-11-2015

**Key Responsibilities:**

- Working as a Customer Service Agent (CSA) in Bird Worldwide Flight Service (BWFS) at Indira Gandhi International Airport, New Delhi.
- Working as a Customer Care Executive (Voice Process) in CRM Department with GOIBIBO. (Joined on 16/Nov/2015 to 10/Aug/2016).

**EDUCATION**

- High School from I.C.S.E. Board in the year 2008.
- Intermediate from I.S.C. Board in the year 2010.
- B.Com from M.J.P. Rohailkhand University, Bareilly in the year 2013.
- M.Com from M.J.P. Rohailkhand University, Bareilly in the year 2015.

**INTREST AND HOBBIES**

- Listening to Music
- Cooking

**PERSONAL DETAILS**

- Father's Name : Mr. Pratap Chand Gera
- D.O.B. : 02nd Feb 1992
- Gender : Female
- Marital Status : Married
- Nationality : Indian
- Language Known : Hindi, English

**DECLARTION**

I assess myself as hardworking, sincere and enthusiastic person who can adapt to any environment with ease. I am confident of being an asset to any company. I hereby declare that all the aforesaid information is true and correct to the best of my knowledge and I accept the responsibility for any misrepresentation.

**SONALI GERA**

