

RESUME

NISHANTHI D

Plot no: Q3 404, VGN Stafford, Thirumullaivayal,

Chennai – 600 062

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OBJECTIVES

Translation of academic knowledge and experience gained over the years in my profession, through working in a competitive, professional modern environment with full of challenges, opportunities for knowledge enrichment and growth.

SKILL SET

- ❖ 10+ years of specific experience in the field of Sales & Accounts

PROFESSIONAL EXPERIENCE :

- ❖ Organizations : Britannia Industries. Pvt. Ltd.,
❖ Designation : Sales Co Ordinator
❖ Duration : 2013-2016

- ❖ Organizations : Cholayil Pvt. Ltd.,
❖ Designation : Sales Co Ordinator
❖ Duration : 2016-2017

- ❖ Organizations : Heirloom Bay Pvt Ltd.,
❖ Designation : Sales Co Ordinator & Accounts Executive
❖ Duration : 2020 - un till Date

EDUCATIONAL QUALIFICATION

- ❖ Bachelors of Commerce (B. Com) Madurai Kamaraj (2006-2009)
- ❖ Master of Commerce (M.com.) Annamalai University (2012 – 2014)

SKILLS

- ❖ Proficient in SAP (740)
- ❖ Proficient in Tally ERP 9(4.93) Version
- ❖ Exposure of M.S.Word, M.S.Excel , Power Point, Outlook
- ❖ Efficient Typing skills.

CERTIFIED COURSE

- ❖ Data Analyst Course certificated By **Intellipaat (IBM & Microsoft)**
- ❖ Power Pivot for Beginners Certificated by **Linked In**
- ❖ Accounting for Manager Certificated by **Linked In**
- ❖ Power BI: Dashboard for Beginners Certificated by **Linked In**

J O B P R O F I L E :

- ❖ Settling AW claims & Preparing Purchase orders in SAP for Outsource Vendor payments
- ❖ Prepared sales (MIS) reports and provided insightful sales analysis directly to the CEO
- ❖ Preparing Primary Reports on daily basis
- ❖ Creating AW code creation for new AW coming in to industry
- ❖ Conducted diligent customer follow-ups, ensuring timely collection of payments.
- ❖ Managed CRM software to maintain customer records, track leads, and monitor sales activities.
- ❖ Posses with good knowledge in END to END Accounts Receivable cycle over 1+ year.
- ❖ Experienced in Creating STA (Stock transfer invoice) invoices at the time of requirements.
- ❖ Maintenance of Account books such as cash book & Bank book,
- ❖ Having good experience in creating PO while creating Stock transfer invoices.
- ❖ Worked on cross functional activities such as GRN, Production Order, General ledger.
- ❖ Rich domain knowledge of creating Export invoices and overall manufacturing functionality.
- ❖ Handled logistics coordination between the factory and third-party warehouse, ensuring smooth operations and timely deliveries.

M O N T H L Y J O B A C T I V I T Y

- ❖ Monthly Stock Valuation and Inventory Stock Verification with auditors.
- ❖ Month-End Closure activities.
- ❖ Preparing Expenses for Field force officers on monthly basis
- ❖ Handling Attendance & prepare salary for field force associates
- ❖ Creating Credit notes for AW claims on Monthly basis

P R O F E S S I O N A L B E L I E F

- ❖ Commitment to the profession and job
- ❖ Hard work and honesty & integrity
- ❖ Dedicated and Hardworking
- ❖ Willingness to Learn from others
- ❖ Playing Games, Listening Music, Internet.

P E R S O N A L P R O F I L E

Father Name : Venkatesan N

Permanent Address : Plot no: Q3 404,VGN Stafford

Thirumullaivayal

Chennai 600 062

Date of Birth : 29.03.1989

Sex : Female

Marital Status : Married

Declaration:

I hereby declare that the information given by me is correct to the best of my belief and knowledge.

Yours truly,

Date:.

Place: Chennai

Nishanthi D