# Work Experience

|  |  |  |  |
| --- | --- | --- | --- |
| **Duration** | **Organization** | **Designation** | **Job Responsibilities** |
| June 2013-Feb 2014 | Chartered Cabs Pvt.Ltd. | Account Assistant | * Prepare cash collection Report for all cabs driver * Daily cash entry in system * Tally invoicing * Daily report generate. * Up to date all paper work for cabs. * Book keeping and preparing files. |
| Jan 2015-to Till date | Bemak Infotech Pvt.Ltd | Admin and Supply Chain Executive | * Ordering done with supplier.(kitchen,toys,small domestic products buy from supplier) * Coordinate with supplier for orders and Goods delivery * Goods in and out done in warehouse and system. * Prepare order for supplier, check profit and loss in order * Maintaining Order cancellation & confirmation. * Prepare report for day to day and monthly orders. * Amazon Vendor Central Management. * Amazon Shipment, Return, Chargeback Management. * PODS and Goods tracking. |

# Academic Record

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year** | **Degree** | **Institution** | **Class/Board** | **Remarks** |
| 2013 | H.S.C | Hindi High School | G.H.S.E.B | Second |
| 2011 | S.S.C | Aadarsh Hindi school | G.S.E.B | Grade D |

# Professional Qualifications

* Completed ***Certificate Course In MS Office*** *from Aegis Computers in 2014.*
* *Completed* ***Certificate Course In Tally ERP 9*** *from Aegis Computers in 2014*
* *Basic knowledge of computer.*

# Career Interest

* I want to work with an organization that offer me great opportunities of personal and professional growth in the long term
* I want to continuously develop my all-round skills and contribute to the success of the company

# Strengths

* I have a learning attitude and never give up on matter how difficult the task is.
* I am able to work in under pressure.
* Hard working.
* Prioritizing tasks

# Hobbies

* Travelling and watching movie.
* *Listening Music.*

*Your Faithfully*

*Nagma Pathan*