

RESUME

REKHA SUMIT DHAR DWIVEDI

Add.- Ward No. 4/A, Plot No. 49, House No. 3,

B/h. Sindhology School, Adipur,

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OBJECTIVE :

To pursue a challenging job that offers opportunity for growth, learning & development for me. Also try to find a new way of prosperity in a organization as well as in my life.

ACADEMIC PROFILE :

- Passed B.Com in the year 2006 from University of Mumbai (R.K.T. College of Ulhasnagar).
- Passed H.S.C in the year 2003 from Maharashtra State Board.
- Passed S.S.C in the year 2001 From Maharashtra State Board.

EXPERIENCE:

➤ Working with Asean Box Corporation From June-23 till date as a Purchase Executive:

- Punching Purchase Order in software (ERP) everyday as per Indent.
- Co-ordinate with store department to ensure proper storage of material & make Indent if required.
- Preparing pending order list of suppliers & sending the same thru. email on weekly basis to supplier.
- After receiving materials punching Gate Entry and MRR for the same.
- Invoicing against MRR on daily basis and submit the same to Accounts Department.
- QC: Follow up with supplier for replacement of materials also follow up to supplier on daily basis for each & every order regarding material dispatch at our end.

➤ **Worked with PCI Analytics Pvt. Ltd. From Oct-2021 to May-2022 as Purchase Executive:**

- Punching Purchase Order in software (Ample) everyday as per Indent.
- Co-ordinate with store department to ensure proper storage of material & make Indent if required.
- Preparing pending order list of suppliers & sending the same thru. email on weekly basis to supplier.
- Invoicing (checking PO no. date, rate, Ewaybill (if required) & GRN with Invoice qty.
- QC: Follow up with supplier for replacement of materials also follow up to supplier on daily basis for each & every order regarding material dispatch at our end or at site.
- Monitoring minimum maximum stock level & place order if required & prepare excel chart for the same.
- Daily discussing with HOD regarding issues like Technical, material in transit, payment of supplier's etc. (if any).

➤ **Worked with W.R.Talwalker Brothers Pvt. Ltd. From Dec.2011 to Dec.2020 as account assistant cum marketing executive:**

- Making Delivery Orders, Purchase Order & Proforma Invoice of Products.
- Billing of D/O's & proceed for payment after approval with necessary steps.
- Indent entry of Kirloskar Bros. Ltd. Pumps, Motor, Gen. sets & proceed for D/O.
- Updating all D/O & outstanding Payment's status in Excel Chart & co-ordinate with clients.
- Making Test Certificates of Products & provide the same to clients thru. e-mail.
- Entry of all D/O's & Tax Invoices in TRADE-ANNEX (SOFTWARE) daily basis.
- Making Sale Note entry in Excel Chart as well as in TRADE ANNEX.

➤ **Worked with Sonal Apparel Pvt. Ltd. From June 2009 to Nov. 2011 as Purchase Co-Ordinator:**

- Follow up for billing with supplier & after received it doing entry for the same & proceed for payment after approval with necessary steps.
- Updating all order status in Excel chart & co-ordinate with supplier for various pricing matter & negotiate the prices as per requirement.
- Co-ordinate with accounts & audit dept. for outstanding payments of supplier's.
- Updating & discuss with the seniors for D/L & production sample approvals after that doing required steps for proceeding the bulk productions.

➤ **Worked with Sai Unicorn Group of Companies From July 2006 to April 2009 as an Account Assistant:**

- Follow up for billing & Sales details with CSD Depots & supplier & proceed for payment after approval with necessary steps.
- Checking of Expense Vouchers of employees as per PJP & forwarding it for payments.
- Follow-up with clients for outstanding payment & co-ordinate with accounts dept. & Bank for various payment process (if any).
- Updating all PJP in excel chart & follow-up with employees accordingly.

COMPUTER PROFICIENCY:

Basic Computer Knowledge, MS -CIT & Internet Explorer.
Certificate Course in Tally 7.2 with 'A' Grade.

PERSONAL PROFILE:

- Name Rekha Sumit Dhar Dwivedi
- Date Of Birth 14th June 1986
- Religion Hindu
- Gender Female
- Hobbies Visiting at historical places & watching thriller shows
- Positivity Confident Nature, Helping Nature
- Language known Hindi, Marathi & English
- Marital Status Married

DECLARATION :

- I hereby declare that the information given above is true to the best of my Knowledge & belief.

Date:

Signature

Place:

Rekha Sumit Dhar Dwivedi