

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	14 th 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