

# Adithi Mohan Panicker

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## CURRICULAM VITAE

### *Career Objective*

- To be associated with progressive organization that provides opportunity to apply my knowledge and skills in order to keep me updated with latest developments and serve the organization with positive attitude, efficiently and growth of the company.
- To obtain fulfilling career this satisfies my expectations.

### *Key Skills*

- Hard working person having urge to learn new things.
- Good communication skills & Positive attitude.
- Self- motivated & Quick learner.
- Friendly Gesture & Ability to work well in a team.

### *Work Experience*

- **Name of organization:** Ananta Infinite Solutions Private Ltd.
  - **Designation:** Office Executive
  - **Working Period:** Jan 2018 – June 2021
  - **Job Responsibilities:**
    - Accounting ( Purchase entry & Sales entry)
    - Generate Sales Invoice to clients.
    - Accounts Payable and Accounts Receivable entries.
    - Bank Statement entries.
    - Generate E-way bill for Transportation.
    - Sales report file in Excel.
    - Generate Purchase order , Sales Order, Estimates and Petty Cash Voucher
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- **Name of organization:** Brainbees Solution Private Limited (FirstCry.Com)
- **Designation:** Purchase Sr. Executive
- **Department:** Sourcing Department
- **Working Period:** July 2021 – Till Date.
- **Job Responsibilities:**
  - Generate Purchase Order
  - Image Tagging and Purging
  - Size Chart and Tagging
  - RTV Process
  - Packaging Process
  - Sales Report
  - SPL Report
  - SIH Report
  - GRN Report
  - GRC Report
  - Payment Tracker Report
  - Daily Run Rate (DRR) Report
  - Vendor Registration
  - VRF Legal Process
  - Vendor co-ordination
  - Operation work
  - GRN and GRC process
  - Discount Uploading

## Education Qualification

- Pursing MBA in Operation Management from DY PATIL.
- Passed M.Com in Accounting from Mumbai University (Dalmia College) in year 2018-19 with 'A+' grade.
- Passed B.Com from Mumbai University (Dalmia College) in year 2016-17 with 'A' grade.
- Passed H.S.C from Maharashtra State Board in year 2013-14 with 67%.
- Passed S.S.C. from Maharashtra State Board in year 20011-12 with 69%.

## ***Computer Skills***

- MS-CIT
- Tally ERP. 9
- Internet Browsing
- Advance Excel

## ***Personal Details***

- Name : Adithi Mohan Panicker.
  - Date of Birth : 26<sup>th</sup> November 1996.
  - Gender : Female.
  - Languages : English, Hindi, Marathi & Malayalam.
  - Marital Status : Single.
  - Hobbies : Dancing, Watching Series, Travelling.
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Date:14-09-2023

Place: Mumbai

Signature  
(Adithi Panicker)