

Latika Zagde

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Address: 8/A/104 Jai Bharat Society, Sangharsh Nagar, Chandivali Farm road, Andheri East, Mumbai-400072

D.O.B: 20/07/1988

E-Mail: latikagavankar@gmail.com

Marital Status : Married

SUMMARY

To secure employment with a reputable company, where I can utilize my skills and business studies background to the maximum.

EXPERIENCE

Zepto

21/12/2021 - Present

MIS- EXECUTIVE:

- Downloads raw data by Vinculum Software.
- Work in OOS (Out of Stock) report.
- Daily Update google sheet on replenishment master tracker.
- Generate F&V and Meat reports as needed.
- Daily work in Fill rate report.
- Work in city wise Food & Non-Food report (Pan India)
- Generate Daily/Monthly/Yearly and Festival reports by using advance excel functions.
- Updating weekly PO tracker and closely keeping a track of the same.
- Creating Purchase orders for top vendors.

ADITYA BIRLA RETAIL LTD.

31/07/2017 – 17/12/2021

MIS- EXECUTIVE:

- Prepared daily MIS Reports.
- Generating & maintaining day to day MIS Data and updating to the management.
- GRN to be raised in after good received.(ORACLE)
- Processing CAPEX, OPEX & AMC invoices for payment.
- Maintaining daily MIS Reports of Invoice status.
- Daily update PO & MFG master tracker.
- Daily publish finance submission tracker for vendor payment.
- Vendor follow-up regarding invoices status & delivery status.
- Vendor payment updated in tracker.
- Submitted vendor invoices to finance department.

Nilgiri Foods & Beverages

15/01/2014 - 25/07/2017

Office Assistance:

- Preparing Daily / Weekly & Monthly Master Tracker.
- Bill checking with purchase order.
- Tax invoice creating on tally.
- Sales & Purchase entry in tally.

EDUCATION

Univercity of Mumbai	2013-14
M.Com	
SNDT College	2011-12
T.Y.B.COM	
SNDT College	2008-09
H.S.C.	
Dnyaneshwer Vidylaya	2006
S.S.C	

SKILLS

M S - OFFICE, Advance Excel, ORACLE, Vinculum Software.

HOBBIES

- Making Art Canvas Painting Acrylic & Oil Paintings
- Listening the Music.
- Playing Bad-Minton.

Date:

Place :

Sign:

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