

MANISHA SHARMA

Commercial officer

80761 04571/8802178767

Sharma.manisha14m@gmail.com

B 137 A,Pratap Garden, Uttam Nagar,New
Delhi-110059



SUMMARY

Working with a progressive organization which gives me opportunity to build my career at Accounts and finance level of projects and I am willing to do my best for the growth of the organization and I can prove myself to organization with my best skills that will be useful for that organization and for me too. Detailed Bookkeeper with 4 years of experience in Manufacturing industry. Manage multiple tasks successfully to meet all deadlines.

PROFESSIONAL EXPERIENCE

EDUCATION

BA PROGRAMME
DELHI UNIVERSITY

MASTER OF COMMERCE
INDIRA GANDHI UNIVERSITY

SKILLS

SAP, TALLY ERP. &BUSY

GENERAL ACCOUNTING

ORGANISATIONAL SKILLS

MICROSOFT OFFICE

EXCEL

STOCKING & CASH HANDLING

PERSONAL INFORMATION

FATHER NAME : LATE. ANIL KUMAR
MOTHER NAME: PREM LATA
D.O.B - 14 NOV 1995
CIVIL STATUS-INDIAN , FEMALE,SINGLE
LANGUAGES -HINDI & ENGLISH

Commercial Officer

Aeroalds Corporation - New Delhi, Delhi (Present)

Invoicing, Dispatching & Payment Followups.
Documented sales, customer interactions and concerns and generated update reports for senior management. Validated and recorded invoices and resolved discrepancies with vendors. Assisting the Sales Team on various business activities including feasibility Studies, economic evaluation, negotiations, etc
Ensure processing and advice of order by comparing with quote and relevant documents for deviations
Shipment intimation and pick-up reminders to customers
Handling rejection cases.
Carried out day-to-day duties accurately and efficiently.

Central Fabrication Unit| New Delhi, Delhi
Sr. Coordinator | 02/19-06/22

Invoicing & General accounting
Documented sales, customer interactions and concerns and generated update reports for senior management.
Prepared and mailed account statements to vendors and kept meticulous correspondence documentation.
Entered customer order details into system, accepted payments and updated accounts.
Matched purchase orders with invoices and recorded necessary information

Aura Fountain | New Delhi, Delhi
Account Assistant | 06/2017-01/2019

Working knowledge in Busy & Tally
Keeping Accounts of Payment and Expense
Maintaining Sales Ledger and General Ledger
Maintain Petty Cash and Cash Book on daily basis
E-waybills.