**CURRICULUM VITAE**

**SUPRIYA JOHN VAZ**

**Address: Room No 6311,Ganesh Nagar Near Omkar Mithra Mandal Ambernath(W)** [**Email:vazsupriya10@gmail.com**](mailto:vazsupriya10@gmail.com)

**Mobile:+91 7387197010**

OBJECTIVE:

To prove myself & enhance my knowledge Experience for achieving organizational goals in your esteemed organization.

EDUCATIONAL QUALIFICATION:

* T.Y.B.Com Passed from Mumbai University with First Class.
* H.S.C. Passed from Mumbai Board with Second Class.
* S.S.C. Passed from Mumbai Board with Second Class.

# COMPUTER LITERACY:

* Window 7 & Window XP
* Tally 9.0 ERP
* Advance Excel, Word, Power Point & Internet
* SAP S/4 HANA

# Work Experience:

* + Worked in Shriram Value Services (P) Ltd

(sub part of Shriram group companies) as ASSISTANT PROCESS ASSOCIATE. For the period of Eighteen Months.

* + Worked in Selec Controls Pvt Ltd as a PPC Executive for the period of Thirteen Months.
  + Currently working in Indoco Remedies in Planning and Operations Dept. for the period of Three years.

Job profile:

* + Working on investments in terms of Debenture, Deposit and Subordinate debts.
  + Working on UNO software (Ultimate Non Banking Operations & Accounting System)
  + Interaction with investor, bank agent, broker, branches and system

Department of PAN India regarding investment, refund and other process related issues.

* + Once order are allocated to plants after MRP RUN to covert planned orders to process orders to carry out production at plant..
  + Daily transaction entries updation in SAP MIGO-GRN entries in SAP as received at LLU
  + Completion of Production entries in SAP as declared by LLU (Completion of inventory transaction entries in SAP on last working day of every month with 100% material allocation for RM/PM-Monthly closing activity on last working day of every month).

* + To attend query raised from plant regarding material shortage, delayed material delivery, documentation issues, supply against rejections
  + Sales order creation /Purchase requisition creation/ Services purchase order/Stock transfer order (STO).
  + Unwanted open PR/PO/Planned order/ process order to close.
  + Vendor Payment follow-up
  + Handling Third Party.
  + Co-ordinate with finance dept regarding new vendor creation, vendor payment, ledger.
  + Solving query of Internal Audit (IA)

Professional Traits:

* Willingness to work in team and smart worker.
* Disciplined & good etiquette.

PERSONAL DETAILS:

Name : Ms. Supriya John Vaz

Address : Room No 6311, Ganesh Nagar Near Omkar Mithra Mandal, Ambernath (W). 421505

Mobile No. : 7387197010

Date of Birth : 10th April 1992 Gender : Female

E-mail : [vazsupriya10@gmail.com](mailto:vazsupriya10@gmail.com)

Nationality : Indian Marital Status : Single

Hobbies : Singing and Listening Gospel Music Language : English, Hindi, Marathi

Declaration :

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above- mentioned particulars.

Date :

Sign :

Supriya John Vaz