Kavitha Nayak

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**Objective:**

To learn and develop Management skills and challenging opportunities in the business area through hard work and sincerity aiming at the growth of the company and in turn personal growth.

**Professional Experiences**

1. **Savex Computers Ltd Jan 2015- Till date**

**Roles & Responsibilities:**

* Preparing Purchase orders
* Creating Branch Transfers
* Approving Customer orders
* Vendor Co-ordination
* Timely In-transit for getting the material in-warded.

1. **INGRAM MICRO INDIA PRIVATE LIMITED May 2005 – Jan 2015**

**Roles & Responsibilities:**

* Product code maintenance & SKU creation
* Customer sales order processing (B2B), Stocking order processing
* Vendor SO no updation in the system
* Timely in transits in the system before material reaches warehouse.
* Co-ordination with Product Managers, Corporate, Vendors, Transporters & for the timely delivery of materials.
* Sending SKU details with price break-up, tax break-up to HBO team thus ensuring timely billings.
* Updating ETA on the system based on the latest shipping information & order backlog reports from vendors.
* Ensuring correct vat tax codes on system so that accurate sales tax is picked up while billing
* Providing waybills for clearing of the shipments.
* Vendor Claim Co-ordination & Recovery.
* Material Planning & Monitoring aging factor for Inventory Management Corrective & Preventive actions.
* Co-ordination with finance for releasing of the payments on timely basis
* Creation of MRP labels for New vendor
* Coordination with Product and Back office for issues in MRP labels

**HP CAREPACK:-**

* Downloading and Sending Hardcopy of links to Warehouse for in-warding the material

**Lenovo:-**

* Customer sales order processing (B2B), Stocking order processing
* Vendor SO no updation in the system.
* Vendor co-ordination & follow up for timely fulfillment of orders.
* Timely in transits in the system before material reaches warehouse.
* Co-ordination with warehouse team for necessary permits required, ensuring entry forms to reach the vendor well in advance thus ensuring timely movement of our consignments at the desired locations.Updating the same in the system.
* Maintaining system hygiene

**Educational Qualification:**

* **Bachelor of Commerce [B Com]–March 2005 II Class**

Mumbai University

* **Higher Secondary Education [H.S.C]-March 2002I Class**

Maharashtra Board

* **Secondary School Education [S.S.C]-March 2000 II Class**

Maharashtra Board.

**Computer skills**

* Microsoft Word, Excel, Access, PowerPoint, Outlook Express,

**Achievements:**

* Promoted as Senior Associate Business Support in Jan 2011

**Interest**

* Listening Music,
* Travelling

**Strengths:**

* Adaptable & Ability to learn & grasp quickly.
* Disciplined person with good communication skills

**References**

* References available upon request.