**RESUME**

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| **Personal Details** |

**Name : SONIA GUPTA**

**Permanent Address : R-12,C-wing, Ram Samarth building, kamraj nagar, Road no.2,**

**Goregaon westMumbai-400 062**

**Email ID :** [**soniaguptasg43@gmail.com**](mailto:soniaguptasg43@gmail.com)

**Mobile No :** +91-9768214734/8850264516

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| **Educational Qualification** | | | | | |
| **Course** | **Institute/College/ School** | **University/**  **Board** | **Year of Passing** | **%** |
| B.COM | Ghanshyamdas Saraf college,Malad | Mumbai University | 2016 | 55% |
| Std XII. | Durgadevi Saraf college ,Malad | Maharashtra Board | 2012 | 50% |
| Std X | K.G Sakseria School, Malad | Maharashtra Board | 2010 | 64% |

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| **Career Profile** |

* Would like to work in an organization where my extensive experience will be further developed

And utilized.

* Would like to share the knowledge gained while studying as well as while working as an import executive

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| **Job profile** |

* **PPG ASIAN PAINTS INDIA PVT LTD. (CLIENT COMPANY)**

**Associate – Purchase/Procurement – Since December 2019 till date**

* Sharing forecast & taking confirmation of further materials with all the suppliers
* Placing and order in SAP for local and import as per plan generated by the planners
* Follow up against purchase order, tracking and expediting of shipments till arrival at plant
* Updating RM ETA file maintain records of supplier contacts, escalation & agreement details
* Coordination with vendors/transporters for timely delivery
* Coordination with warehouse/Plant for GR done
* Handling & resolving the queries of vendors regarding the price & invoice payments
* Interaction with planner/managers on daily basis
* **VICTORINOX INDIA PVT LTD.**

**Executive – Import purchase – Since January 2018 till date**

* Managing Import logistics & Purchase of material from supplier required
* Supervising logistic operations inland transportation up to Warehouse & dispatch to customer
* Tracking and tracing of import commercial consignments from the point of origin until the final landing at the destination
* Coordinating with the transporter to ensure safe & timely delivery of shipment from port to warehouse to customer
* Arranging documents to transporter for movement of material / E-Way bill etc
* Coordinating with Forwarders for rates & CHA for documentation & custom clearance process & delivery of material
* Coordination with accounts team for arrangement of duty & CHA bills vendor payments
* Getting quotations from various vendors for the movement, negotiate for rates & finalizing of vendor
* Processing Vendor registration in ERP & issuing PO to initiate the process
* Tracking and monitoring vendor payments through coordination with Finance team
* Uploading invoices in ERP system and monitoring the payment status
* building relationships with suppliers, negotiating cost and developing agreements

* **FIRMENICH AROMATICS INDIA PVT LTD (CLIENT COMPANY)**

**EXIM Executive – Nov 2016 to Sept 2017**

* Extracting documents from SAP for import consignment
* Sharing documents with CHA and follow up on incoming consignments
* Shipment cost entry in SAP.
* Data updating for reporting daily basis.
* Handling bills to Accounts, entering bills cost in excel.
* Interaction with CHA & PLANNER through e-mail on daily basis.

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| **Technical Skills** |

* Good Communication/Negotiation skills
* Advance Ms Word /Ms Excel
* ERP (Focus)
* Typing speed 38 W.P.M

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| **Other Details** |

* **D.O.B** : 07th June 1994
* **Gender** : Female
* **Marital Status** : Married
* **Languages Known :** English, Hindi, Marathi

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| **Declaration** |

I hereby declare the above mentioned details are true to the best of my knowledge & belief.

**Place: Mumbai**

**Date: (Sonia Gupta)**