RESUME

**C. Sheetal**

Ph: - +91 9900082372

Email: - [c.sheetal@ymail.com](mailto:c.sheetal@ymail.com)

## Career Objective:

Seeking challenging assignment in any reputed organization that can utilize my talents and capability in the right manner where I can render my dedicated services to the entire satisfaction of the management and enjoy a friendly working culture.

## Educational Background:

* MBA from Sikkim Manipal University in the year 2011.
* B.COM from Bangalore University in the year 2008.
* PUC from PU Board in the year 2005.
* SSLC from KSEEB in the year 2003.

## Skills:

* SAP B1
* Accounting Package - Tally 9
* MS Office – Word, Excel & Power Point

## Experience:

* Worked in Future BusinessTech India Pvt Ltd as Purchase Co-ordinator for 1 Year 2 Months.

## Roles and responsibilities:

* Sourcing with Vendors on stock & price for all the Hardware & Software requirements.
* Negotiating on Payment Terms & Prices with Vendors & Distributors.
* Preparing POs in SAP and taking approval from the concerned Managers & Directors.
* Placing the Order to Vendors and Distributors.
* Follow up with Vendors, Distributors & OEMS on product deliveries & Invoices.
* Timely Follow up on Deliveries & Timely Escalation to Internal & External teams.
* Keeping track on day to day order and updating in the Tracker Report.
* Issue solving with Vendors and Distributors based on product or Invoice mismatch.

## Experience:

* Worked in Capricot Technologies Pvt. Ltd. as Inside Sales Executive for 2 Years 3 Months.

## Roles and responsibilities:

* Taking care of HP Hardware requirements.
* Checking on Prices and stocks with the Distributors and Vendors.
* Giving support to the Customers as per their Hardware requirements.
* Interacting with OEM’s for order closures
* Interacting with HP Team for any price challenges.
* Account Mapping
* Lead Generation
* Client Relationship Management
* Assisting Customer by giving the best solution as per their requirement.

## Experience:

* Worked in InterCAD Systems Pvt. Ltd. as Branch Executive & BDE – Inside Sales for 3 Yrs.

## Roles and responsibilities:

* Taking care of Purchase & Sales Invoices.
* Sending Invoices to Customers & follow up with the Customers for Payment Collections.
* Looking after Employees Attendance, Leave & Travel Allowance.
* Follow up’s with the Customers for any queries.
* Looking after daily office requirements
* Follow up with VAD for Delivery of the Product, Invoicing, and any other issues.
* Follow up with the Head Office for Invoicing and any other requirements.
* Taking Care of Employee’s needs.
* Scheduling for Interviews
* Taking care of Office Petty Cash.
* Looking after Employees Attendance, Leave & Travel Allowance.
* Maintaining the records of assets.
* Coordinating and Assisting HO in its HR activities.
* Lead Generation.
* Data Mining & Account Mapping.

## Experience:

* Worked in MicroGenesis CADSoft Pvt. Ltd. as Order Processing Executive for 2 Yrs 11 Months.

## Roles and responsibilities:

* Order Acceptance of all the branches.
* Placing the Orders in Partner Portal.
* Maintaining Dispatches Record of all the Branches.
* Maintain Quarterly and Yearly Sales and Pending Orders of all the Branch record.
* Calculating Discounts of all Branches orders and recording it.
* Placing the Orders on VAD.
* Follow up’s on VAD for Delivery of the Product, Invoicing and any other issues.
* Invoicing in Tally of all the Branches.
* Follow up’s with the Customer on the Payment and other Product Queries.
* Sending Mails to the Customer on Delivery of the Product and on the Payment Status.
* Follow up’s on the Customer on TDS Certificates.

## Experience:

* Worked in RA Powergen Engineers Private Limited as Commercial Assistant for 1 Year 9 Months.

## Roles and responsibilities:

* Tendering Government Orders Online.
* Order Acceptance of all the Branches.
* Follow ups from Branches.
* Maintaining Dispatches Record of all the Branches.
* Processing Pending Orders of all the Branches.
* Processing Sales Orders of all the Branches.
* Maintain Quarterly and Yearly Sales and Pending Orders of all the Branch record Quantity wise and model wise.
* Calculating Discounts of all Branches orders and recording it.

# Competencies:

* Flexibility
* Friendly Nature
* Sincere and hard working
* Problem solving skills
* Self-confident and dedicated
* Organized and well-structured at work

## Synopsis:

* A well-educated young and energetic chap.
* Confident and hardworking with a positive attitude.
* Target oriented and internally motivated.
* Good communication and interpersonal skills.

# Personal Details:

Nationality : Indian

Date of Birth : 20-02-1987

Gender : Female

Marital Status : Married

## Declaration:

I hereby declare all the above details are true and correct to the best of my knowledge and belief.

Date:

C. Sheetal Place: Bangalore