

Mrs. Aparna Aras
187/A,Vishwamitri Township,
Nr Mahindra Tractor , Nr Pushti Avenue,
Vishwamitri ,
VADODARA 390011
GUJARAT

E-mail : apa_gsb@yahoo.com
Contact : 8469845663

SENIOR OFFICE MANAGEMENT PROFESSIONAL

PROFILE SUMMARY

Objective – Eager to put best foot forward to develop best carrier in good Pvt Ltd, Ltd or MNC Company.

■ Professional Experience :Assistant Manager /Sr. Head Sales Coordinator

PERSONAL BIO-DATA :-

Date of Birth : - 3rd May, 1972. Gender : - Female Nationality: -Indian

Languages known: - English, Hindi, Gujarati, Marathi, Konkani.

ACADEMIC RECORD :-

YEAR OF PASSING	BOARD/UNIVERSITY	% OF MARKS
1987	S.S.C.from G.S.C.B. Gandhinagar,Gujarat.	58%
1989	H.S.C.from G.S.C.B. Gandhinagar,Gujarat	54%
1992	B.com from Gujarat university	55%

COMPUTER QUALIFICATIONS:-

NAME OF COURSE
Diploma Course of Office Automation (M.S. office), Diploma course of Tally.
Diploma Course of Computer Programming
GST consultant course

■ Career Profile :

I have approx 25 years' experience to work in well known Manufacturing Pvt Ltd Companies. I have acquired working skills and established work values as follows:

- Active learner and effective communicator – Practices good judgment while working closely.
- Good in coordination and communication with Customers/Clients , Field force and Internal Departments of own company, as well as Networking Channel partners. .
- Outstanding communication skills–Ability to convince while maintaining professionalism.
- Multi-task effectively – Prioritize independently and meet tight deadlines at all costs.

- Having proficiency in computers – Proficient in Excel, Word, Outlook express, Tally, ERP,SAP, CRM and E tendering, GEM, Government Portals like GST etc .

WORK EXPERIENCE:-

Organization : M/S. KULKARNI & Co. Mumbai

Designation : Clerk

Period : October 1993 to December 1995.

Job Profile : Maintaining books of accounts. Bank Reconciliation, preparing monthly salary and Wages Statements, and statements of various regular expense. Preparing outstanding Statements of payable and receivable amounts. . Doing Audit work under the supervision of Chartered Accountant. Other office routine work.

Reason for leaving: Got new job in Pvt Ltd co.

Organization :M/S. Sterling Switchgears Controls Pvt. Ltd. Mumbai

Designation : Accounts Assistant

Period : January, 1996 to May, 1997.

Job Profile : Maintaining Books of accounts, Bank Reconciliation, Monthly Salary and wages statement, maintaining Inventory in computerized accounts software package. Maintaining records of monthly expenses Bills. preparing outstanding statements of payable and receivable amounts and making cheques. Filing papers in relevant files.

Reason for leaving: shifted to Vadodara from Mumbai .

Organization : M/S. Nirnat Engineering and Motors, Vadodara

Designation : Accounts Assistant cum Back Office

Period : May, 1997 to September 2001.

Job Profile : All Accounts works, like maintaining books of Accounts, bank reconciliation, PF , ESIC work. Maintaining reports / Registers of Dealership. Preparing Quotations, Customer care work . Documentation work related to Banks, Insurance and R.T.O., Octroi etc . General correspondence and Filing works.

Reason for leaving: Company was wind up by Management.

Organization : M/S. Shivam Tractors

Designation : Back Office Executive

Period : September 2002 to January 2004.

Job Profile : Maintaining reports/ Registers of Dealership. Preparing Quotations. Customer care work. Preparing documents as per requirement of Banks, Insurance and R.T.O., Octroi etc. Preparing outstanding Statements of payable and receivable amounts and making. General Correspondence.

Reason for leaving: Establishment was shifted so far from my residence.

Organizational : M/S. Elmex Controls Pvt Ltd. –(ISO certified)

Designation : Commercial Assistant- (Sr .Sales Coordinator)

Period : May 2006 to July 2008.

Job Profile : Co-ordination work between internal departments, between company and Customers, Distributors and Area Representatives. Maintaining ledger Accounts of sundry debtors in ERP -SAP online networking system and in Tally. Preparing Credit & Debit notes for customers as per terms & conditions. Maintaining reports /Registers as per ISO rules like monthly outstanding payments, Feedback forms, pending C form List, customer Compliant etc. General correspondence work etc. Follow-up for Payments and “C” forms etc. Implementing new idea’s to maintain office routine work.

Reason for leaving: Shifted to Mumbai.

Organization : M/S. FLEXATHERM EXPANLLOW PVT. LTD (ISO certified)

Designation : Back Office cum Coordinator

Period : Jan 2009 to February 2010

Job Profile : Coordination work between internal departments of companies. Submitting Tenders through e-tendering portals. Preparing commercial Quotation, Pricelists etc. with due guidance from supervisors. Maintaining Reports /Registers as per ISO rules like outstanding Payment, c forms , feedback, follow up work. General correspondence work etc..Vender Registration on

portal of Corporate clients.

Reason for leaving: Family problems.

Organization : M/S. Wearresist Technologies PVT. LTD. Vadodara (ISO certified)

Designation : Senior Head Sales Coordinator- CMD Department.

Period : September 12 to February 2019

Job Profile :

- Order booking work by referring Rate contracts, Pricelists , Networking association policy etc. for all Networking channel partners (Distributor, Dealers, Stockiest, Sub stockist) approx more than 200 Nos in all over india and Direct customers like Ambuja , ACC , Dalmia , Aditya Birla group, B. K. Birla group etc and field force of approx 50 Sr engineers .
- Making payment calculations as per Terms and conditions, follow-ups for payments, Sending proforma Invoices, arranging schedule for Billing, dispatch etc.
- Doing independent correspondence/Communication related to supply chain related work , Payments collection, Dispatch clearance, customer complaint, making reports, updated order register and sample register on daily basis.

Reason for leaving: 20% hike received in new job.

Organisation : M/S Ashok Industries

Designation. : General Manager

Period. : March 2019 to April 2019.

job Profile : All Office routine management work related sales and accounts etc.

Reason for leaving : work system was not suitable.

Organization : M/S. K.T. AUTOMATION (INDIA) (ISO certified)

Designation : Assistant Manager

Period : 1 st June 2019 to October 2019.

Job Profile : Leading Team of 9 sales coordinators who were doing work of booking Enquires, orders processing work till dispatch and helping them by

resolving critical issues. Arranging Supply schedule, Doing Payment follow-ups. Helping coordinators to get orders-target achievements through India mart, Trade India etc. Management work.

Reason for leaving: Team could not achieve target.

Organisation : M/S. Resource Engimatch India Pvt Ltd (ISO certified)

Designation : Assistant Manager

Period : Feb 2020 to June 2020

Job Profile : Leading Team of 6 Marketing Executives Engineers who were doing work to get Enquires from Customers, getting the orders. Resolving their critical issues related to enquiries, order booking, payment follow-ups etc.

Reason for leaving: Family problems.

Organization : M/S. FLEXATHERM EXPANLLOW PVT. LTD (ISO certified)

Designation : Sr Sales coordinator

Period : Nov 2021 to May 2022

Job Profile : Order follow-ups & Vendor registration etc

Reason for leaving: Internal Target related issues of company.

Organization : M/S. Polyplast Chemi plant India PVT. LTD (ISO certified)

Designation : Sr Sales coordinator

Period : December 2022 to September 2023

Job Profile :
Doing independent correspondence/Communication related to supply chain related work , Payments collection, Dispatch clearance etc etc ,

Last salary: RS 4.08 Lac P.a.

Expected : Rs 4.20 Lac p.a.

-----X-----