

- Approval & Reporting of Invoices

Shared services (O2C)

- Sales Order creations on the basis of Cost of Goods sheet, Billing Plan, Billing terms & terms agreed with customer.
- Creation of Billing plan based of different services rendered and GST charges.
- Billing initiation after verifications or billing request

Customer Relationship Management -

- Customer Account reconciliation and resolving issues related to Operation and Billing.
- Analyzing the issues and taking decision to ensure satisfaction of the Clients.

Qualifications:

Degree	Passing Year	Institute	Division
Graduation in Computer Honors	2011	RDVV university	Pass in 2 nd Division
12 th Board	2007	MP board ,Bhopal	Pass in 2 nd Division
10 th Board	2005	MP board ,Bhopal	Pass in 2 nd Division

Additional Qualification:

- Tally Financial Accounting Program in 2008
- DCA (Diploma in Computer Application) in 2011 with 70% marks
- Pass MSS (Mahindra Sales System) training program in 2013

Skills:

- Expertise in Tally full version,
- DCA diploma
- MS office, Excel, Power point, Presentation
- Strong written & verbal communicational skills
- Excellent in analytical problem resolving approach.
- Highly trust worthy, discreet and ethical.
- Team working ability.

Hobby & Interest:

° Badminton ° Travel ° Yoga ° Painting ° Meditation ° Sports ° Cultural activities

Personal Details:

-Father' Name: late.Mr. Vijay Kumar Kohli

-Date of Birth: 20 March 1988

-Language proficiency: Hindi, English

Declaration:

I hereby declaration that all the statements made in this application are true to the best of my knowledge and belief.

Date:

(Neha Kohli)

CURRICULAM VITAE



Neha Kohli

Mob: +91-7566871333 E-mail: nkneha195@Gmail.com

Address: gajrath colony, kareli MP.487221

Objective

To be a part of sales administration services functional, Reporting, sales and customer relationship empowered to achieve best-of-class results with an objective to share my problem resolving skills, knowledge, expertise, creative drive and commitment to succeed backed up by my educational qualifications.

Assignment handled

- Sales, Service, dealership management and controlling activities
- Handling bank transaction for funds
- Loan related transaction for customer support
- Finalizing payment calculations
- Follow up for collection
- Reporting to management on Ppt. slides actuals and projections
- Worked on MDMS software of Mahindra Tractors large dealership organization in Narsingpur, Gotegaon & Kareli (Madhya Pradesh) for **more than 7.5 years**
- Financial working knowledge
- Shared Service (**Order to Cash**) - Sales order creation, Services & Material Billing, Sales Management, Sales Operations, Customer Relationship Management.

Experience

Organization	Position	From	Till	Year
M/S Rao Tractors (Unit of Mahindra & Mahindra Tractors – MP)	Sales and service dealership administrator	May 2012	Till October 2020	7.5 years

Working Experience

Rao Tractors (Unit of Mahindra & Mahindra Tractors –MP)

Position -Sales and service dealership administrator in Agriculture

- Sales and dealership monthly and quarterly reporting
- Analysis, Review and reasoning of variation in budgets v/s actual in sales achievement.
- Monthly reporting and preparation of PPT for Management overview.