

Abhigyanna Jena.
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Career Objective:

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.

Educational Qualification:

- Completed full time MBA from Global Institute of Management, Bhubaneswar in the year 2010.
- Completed bachelor degree in Commerce with specialization as Finance from Banki College, under Utkal University, Bhubaneswar in the year 2007.
- Completed intermediate in Commerce from NCM College, under council of Higher Secondary Education, Bhubaneswar in the year 2003.
- Completed HSC under Board of Secondary Education, Cuttack in the year 2001.

Professional Experience

FINO Pay Tech Ltd.

Operation Executive Logistics – Orissa, Nagaland & Kerala (from May' 2011 to Mar' 2014)

- Responsible for coordination with Field Team and Senior Management of **Orissa, Nagaland & Kerala and HO**
- Overall responsibility of Micro level Monitoring (daily deployment of more than **900 Enrolment KITS**) and achieving top line business numbers within targeted time with the less loss of Inventory
- Responsibility of aligning Reports with Senior Management
- Managing logistical support of pricing efforts as required for business development
- Developing physical distribution warehousing, customer service functions and production & traffic strategies
- Integrating the logistics operations with Strategic Business Unit and other key departments
- Implementing logistics system policies
- Leading in resolution of significant logistical problems and dispute issues

Well Trans Logistics Pvt. Ltd.

Apr' 2014 to Aug'2015

Senior Operation with Finance Executive – Ludhiana, Punjab

Responsibilities

- To understand and follow the import export policies.
- Responsible to recheck the documentation of each and every activity relating to import and export.
- Checking of Carrier Invoice.
- Updating to Consignee daily railing status.
- Daily file check portion (DFT confirmation, MBL Status confirmation, HBL status confirmation.
- Coordinating clients, agent, shipping lines regarding documentation.
- Responsible for Preparing Invoice
- Responsible for preparing Agent Remittance

Max-Xpress Logistics Pvt. Ltd.

Aug' 2015 to Nov' 2018

Senior Operation with Finance Executive – Ludhiana, Punjab

Responsibilities

- To understand and follow the import export policies.
- Responsible to recheck the documentation of each and every activity relating to import and export.
- coordinator between the shipping line and the client; export and import from all our agents all over the world, getting the rates from the shipping lines & Overseas agents; informing clients written with rates and getting their written confirmation
- Checking of Carrier Invoice.
- Daily Delivery order processing and update the same in our system.
- Updating to Consignee daily railing status.
- Daily file check portion (DFT confirmation, MBL Status confirmation, HBL status confirmation.
- Coordinating clients, agent, shipping lines regarding documentation.
- Responsible for Preparing Invoice
- Responsible for preparing Agent Remittance

(Swiggy)

Nov' 2018 to May'2020

Finance Executive – Bhubaneswar, Odisha

Responsibilities

- Analysis of overall Sales tracker to ascertain trends on overall business.
- Restaurant payment queries/ Sales team Finance queries. 100% of the tickets should be complete within the week.
- Monthly reports including accruals and inventory verification
- PDP Trend analysis - Current PDP structure study and comparative analysis to ascertain reasons for fluctuations (Good & Bad)
- Restaurant pay-out verification - Analysis and ascertain the different mistakes to improve the overall hygiene of the file.
- Monthly reporting of Accruals, Cash Recon, Inventory, Cashless
- Sustainable Indirect cost saving initiatives - One that improves the quality / standard of our working culture while even amounting to reduction in cost)
- Internal Audit

Computer Proficiency :

Packages	MS Office - Excel, Word, PowerPoint And Outlook
Operating Systems	Microsoft Windows XP, 2008

Personal Details:

Permanent Address : Athagarh, Cuttack, Odisha
Date of Birth : 20th MAY 1985
Marital Status : Married
Hobbies and Interest : Watching Movies, Listening Music & Making friends.
Languages known : English, Hindi, Oriya

DECLARATION

I Abhigyanna Jena, Hereby declare that the above-furnished details are true to the best of my knowledge.

P l a c e :

Abhigyanna Jena