

RUPALI SAHU

shyampur, kalinga nager, ghatikia Bhubaneswar, Pin-751003

Mobile: **+91- 8602667751**

Email: **silurupali08@gmail.com**

CAREER OBJECTIVE:

Seeking a challenging position that allows me to contribute my vast experience ,problem solving abilities, and analytical skills in growing corporation.

EDUCATIONAL QUALIFICATIONS:

Khallikote Autonomous University, Berhampur Odisha.

- Bachelor's Degree in Business with 63 % in year 2014.

SKILLS:

- ✓ Proficiency in Excel and ability to maintain, enhance and deliver complex reporting.
- ✓ Proficiency in Microsoft Office applications with Excel skills in data compilation and aggregation (pivot tables, v-lookup).
- ✓ Working knowledge of computing systems and the ability to proficiently use the company's ERP system (SAP).
- ✓ Writing, telephonic, interpersonal and organizational skills with strong attention to details.
- ✓ A good team player and self-driven individual with responsibility and integrity.

WORK EXPERIENCE:

Raymond Corporate (RH division), Thane Mumbai. (6th-Jul-2018 - present)

Sales Operation Officer

Job Responsibilities:

- ✓ Outstanding follow-up with all dealers on daily basis by sending Balance composition & Ledger to all dealers. Circulating Monthly outstanding Report to Senior. Debtor account followup .
- ✓ Doing reconciliation of account with dealers & tally with Co. book And Market visit for Reco and outstanding. Clearance updation .
- ✓ Adjustment - Passing the accounting entry (contras) adjustment on daily basis. Coordinate for booking.
- ✓ Reversal of interest which wrongly charged to dealers on GR, Transfer, Un-ordered goods and Getting GST bill for claiming publicity claim yearly basis.
- ✓ Follow-up for TDS Certificate with dealer. Collecting booking entries.
- ✓ Follow-up with the accounts on daily basis for credit notes against various types of claims.
- ✓ Circulating Invoice soft copy, Credit /Debit note & TDS certificate.
- ✓ Assisting during Sessional Booking of Dealers and Tag Dealer.
- ✓ Process for Tag dealer and update Buyer master for new buyer and Process for delisting.
- ✓ Every Buyer's PAN is checked on an annual basis.
- ✓ TCS Updates to dealer.
- ✓ Co-ordinate to sales team,Debtor ,sales admin and account team .



TCI XPS courier co. Pvt. Ltd.-MUMBAI
Supervisor level (March 2016 - 08-06-2018)

TCI XPS since March 2016 as a key account manager of (Raymond group)

- ✓ As a Coordinator of Export/import of Domestic Items.
- ✓ Maintaining of MIS & TAT Reports of all groups.
- ✓ Handling and maintain the relation with client and supplier.
- ✓ Maintain coordination with client and supplier.
- ✓ Maintaining and verifying the documents.
- ✓ Involvement in commercials activities of transportation.
- ✓ Preparing the contract of all groups.
- ✓ Review with supplier's weekly and monthly basis.
- ✓ Visit to supplier's warehouse weekly and monthly basis.
- ✓ Maintain the accounting activity of suppliers.
- ✓ Cooperate to subordinate for day to day basis.
- ✓ Maintain the data in SAP.
- ✓ Maintaining the freight & rates master in SAP

EXTRA-CURRICULAR ACTIVITIES:

- ✓ Active part in organizing Annual function of our college
- ✓ Interested in carom, dance.

PERSONAL DETAILS:

Name:	Rupali sahu
Father's Name:	Binod Chandra sahu
Sex:	Female
Date of Birth:	1 th January 1994
Marital Status:	Married
Nationality:	Indian
Language Known:	English, Hindi and Odiya
Permanent Address:	C/O: Binod Chandra sahu At: Raja-tota Street Hinjilicut, Dist: Ganjam, Odisha, Pin Code: 761102

DECLARATION:

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

Date:

Place:

(RUPALI SAHU)

