CURRICULUM VITAE

#### Siyaram Verma

T-466 Baljeet Nagar,

West Patel Nagar

New Delhi-110008

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**­­**Seeking a position in an organization with an opportunity for personal as well as professional growth.

**Job Talent**

Managed complete warehouse in fully computerized environment –initiated and directed complete automation of consignment tracking, receiving goods, physical distribution, which includes the movement and storage of finished goods from manufacturing plants to warehouses and customers, typically includes warehousing, shipping, receiving, inventory management), monitoring dispatches, preparing reports and send to office, managing warehouse staff etc.

* Trained and supervised 25+ employees, ensuring they maintain fastidious attention to detail.
* Analyzed, examined and interpreted account record compiled financial information and reconciled reports and financial data.
* Process journal entries and perform accounting correction to ensure accurate records.
* Performed process analysis and communicated recommendations to management.
* Monitoring order, invoice generation, stock transfer etc.
* Payment track of local dispatches.
* Monitoring dispatches, inward/outward, loading, unloading etc.
* Coordinate with auditor for conducting audit.
* Preparing Export and Import documents.
* Fully involve in Supply Chain Activities.
* Development and maintenance of **MIS.**
* Update customer payment in system on daily basis.
* Responsibility of bill checking courier, transport and payment.
* Handling the petty cash etc.

#### Job Responsibilities:-

* Coordinate with the customers, channel partners, field staff, ensure high level of customer issues and service.
* Handling sales information data and providing relevant information to the Management.
* Created financial reports and supported all areas of responsibilities within a 5 persons finance team.

**Employment Recitals**

Sept-2000 to Nov-2012 Johnson & Johnson Limited

Designation Warehouse Executive

Jan 2013 to Dec 2016 Origami Cellulo Pvt. Ltd

Designation Accountant

March-2017 to Dec-2019Pashupati Constructions

Designation Supervise building repair and

Maintenance with DRDO

department in Delhi NCR

## Educational Qualification

Graduation - Kanpur University

MBA - EIMSR Delhi

### Computer Awareness

### Windows Environment.

* **SAP, Tally ERP 9, GST, Ms-Word, Ms-Excel, Internet etc.**

### Place: New Delhi ( Siyaram Verma )

### Date: