# CURRICULUM VITAE

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# CAREER OBJECTIVE:-

To develop a better understanding of the conceptual, Analytical skills in management for application in wide range of situations and create commitment and motivation towards achievement of organizational objective

# PERSONALITY PROFILE:-

I am a confident & ambitious having strong principal of Deserve and Demand. I believe in Honesty, Sincerity, Regularity, Punctual & wish to learn as much as I can by going that extra mile as far as efforts on my part are concerned.

# Core Competencies:

* Effective organizational, interpersonal, and project management skills
* Good motivation and leadership skills
* Ability to identify problems quickly and resolve the same efficiently
* Attention to detail with keen time management skills
* Good working knowledge of computer applications like MS Word, MS Excel, and Internet Explorer
* Good negotiation skills and ability to manage multiple projects
* Flexible and ability to work under pressure.

# Professional Experience:

**Training: Six Week Training in Aarti International Limited** in Finance Department,(Internal Audit Section)Ludhiana. Punjab. (May 2012 to July 2012)

**One Year Experience of Purchase Department** worked at Christian Medical College &Hospital, Ludhiana.

**Six Month Experience of Aarti Steels Limited**, in Finance DepartmentLudhiana. (Jan2014 to July)

# Computer Knowledge:

Automation : MS-Word, Excel, PowerPoint & Internet.

Special package : ORACLE & SAP

# Sales &Finance Executive Jan 2014 to July2014

# Aarti Steels Limited

# Job Profile:

* Order logging for different plant(Chandigarh,New Delhi & Jamshedpur Plant)
* Material Creation request
* Material Extension Request
* Making Stock.
* Order Progress Report.
* Reporting to Sr.Manager or Sales Head.
* Payment Check of supplier(RTGS)
* Excise Form(E-trip)
* ICC form(Out state Export Form)
* Billing.
* Enter RG(Good Receiving )of Rail Wagons or By Road Rack
* Daily Sales Report with Finance transactions.
* Prepare Financial Report (Previous Day) called Master Chart.

# Purchase Supervisor

# Christian Medical College and Hospital, Ludhiana. Dec 2012 to Jan2014

# Job Profile:

* Check Indent or Requisition Slip.(Requirement)
* Authorize Signature on Purchase bill
* Follow up with Market Supplier’s.
* Maintain Record of daily purchase.
* Price Negotiation from new Supplier’s.
* Check price Quotation and finalized with Purchase Manager.
* Signature Authority on Advance Payment Voucher
* Daily Purchase report to Finance Officer.
* Reporting to Director for Expensive Purchase.
* Concerned with GR section (Good and Receiving) after receiving the goods.
* To get maximum credit period of payment to new parties.
* Maintain supplier’s payment pending list.

# Export Executive

# Avon Cycles Limited, Ludhiana. 23rd Feb 2015 (Joining Date)

# Job Profile:

* Prepare Valid & Required document for Tender from different States.
* Searching Bicycle tender.
* Apply online Tender(E-tender)
* Make Payment for Tender fees
* Make Payment for Tender EMD Fees.
* Intimate Sales Executives for Technically Bid as well Financial Bid
* Reporting to Managing Director or Executive Director (Sales& Finance.)
* Query to Sales Executive related tender payment.
* Maintain record of tender payment in Excel sheet.
* Upload E-tender with Financial Bid (Price/Rate).

# Account Assistant

# Sales & Account Department 23rd March 2015

# Profile:

* Presenting Party Cheques in the bank.
* Trace Bank Entries of Payment (Received Parties Payment) SBI, HDFC, PNB BANK, KARUR VYAS and YES BANK.
* Find out the cheque Bounce parties in bank trace list and Intimate parties through mail and SMS with cheque bounce charges.
* Prepare Cash Discount to the party those payment on time or within given period.
* Credit voucher punching(Party payment Credit into the A/C)
* General voucher punching(Special Schemes)
* Bank Receipt punching(Annual Target and Annual Rebate)
* Prepare Document for Legal Case pending of the payment above mention days.
* Provide A/C statement to the parties on demand.(mail or courier)
* Intimate Sales Executive for outstanding payment of the parties.
* Enter C-Form bill entries details of the parties.
* Enter H Form bill entries detail of the parties.
* Enter new Dealership forms.

# Account Assistant

# Taxation & Finance Department 7th July 2015 to Now

# Profile:

* Receiving of C form, H Form and F Form.
* Check and Verified Export C form & H Form.
* Issue of C, H and F form Sale Tax Office.
* Prepare document for issuing C form, H form and F form.
* Maintain Parties record of issuing C form and H form and F Form.
* Reporting to Chief Finance Officer or Director Finance & Sales.

# Educational Qualification:

* Graduation-Degree {**Bachelors of Business Administration}** from Arya College Affiliated to

Panjab University, Chandigarh {P.B} in the year July 2008 to July 2011.

* Master-Degree (**Master of Business Administration** Specialization Field Area **Finance)** from Sam Higginbottom Institute of Agriculture Technology & Sciences, Allahabad (Formerly Allahabad Agriculture University.2013

# PERSONAL-INFORMATION

**Date of Birth :** 9th October 1988.

**Marital Status :** Single.

**Nationality :** Indian.

**Language Known :**  English, Hindi & Punjabi

**Address**  **:** H.No.1978/4 Wylie Compound Habib Road, Near Christian

Medical College and Hospital, Ludhiana**.**