**PRATIBHA**

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| Email: pratibha.224295@2freemail.com  |  |
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**OBJECTIVE**

To pursue a challenging and growth oriented career in an organization that offers opportunities to learn &

grow by delivering the results

**Seeking** Entry to Mid Level Position in the Field of Accounts/ Back Office Support/ HR



**EXPERIENCE**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Company** | **Position** |  | **Year** |  |  |
|  | **From** |  |  | **To** |  |  |
|  |  |  |  |  |  |  |
|  | John Aluminium & Glass Company | Procurement Manager | Dec 2017 | - |  | Present |  |  |
|  |  |  |  |  |  |  |  |  |
|  | Mosaic Architects, Delhi | Account Executive | Apr, 2010 | - |  | Nov, 2011 |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | **John Aluminium & Glass Company, Dubai- Procurement Manager** |  |  | **Dec. 2017-Ongoing** |  |  |

**Key Result Areas:**

* Liaising with designers, Production, Fabrication department & external agencies for determining technical specifications of requirements.
* Inviting Tender for Procurement of material based on requirements.
* Holding Negotiation meetings with suppliers for price correction/ reduction.
* Awarding the order to preferred/ best supplier post negotiations.
* Prepare comparative statements and LPO for the materials.
* Follow up with suppliers for timely delivery of material to ensure that site work doesn’t get effected.
* Maintain Job cost project wise to ensure the work is completed within budgets.
* Follow up with other departments for payments etc.
* Maintain Inventory record to utilize in upcoming projects.

**Major Achievements:**

* Develop the comparative statements for easy understanding.
* Successfully **reduced the average spending on projects by 10-15%** by introducing competitive Tender processes.
* Developed pool of material suppliers which reduced the project budget significantly by 30-40%**.**

**Mosaic Architects, Delhi- Account Executive** **Apr, 2010- Nov, 2011**

**Key Result Areas:**

* Prepares asset, liability, and capital account entries by compiling and analyzing account information.
* Documents financial transactions by entering account information.
* Recommends financial actions by analyzing accounting options.
* Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
* Substantiates financial transactions by auditing documents.

**EDUCATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Educational Stage** | **School/ University** |  | **Year** | **Division** |  |
| **From** |  | **To** |  |
|  |  |  |  |  |
| Pursuing MBA | Sikkim Manipal University | April 2016 | - | Present | Ongoing |  |
|  |  |  |  |  |  |  |
| Bachelor of Commerce | MD University, Haryana | July 2004 | - | April, 2007 | First |  |
|  |  |  |  |  |  |  |
| Higher Secondary Certificate | Hindu Girls school, Haryana | April 2002 | - | March, 2004 | First |  |
|  |  |  |  |  |  |  |
| Senior Secondary Certificate | Hindu Girls school, Haryana | April 2000 | - | March, 2002 | First |  |
|  |  |  |  |  |  |  |



**SKILLS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | M S Office-Word, Excel, Power point |  |  |
|  |  |  |  |  |
|  | **Computer Proficiency** | Internet |  |  |
|  |  | E-Mail Operations |  |  |
|  |  |  |  |  |
|  |  | Good Communication Skills |  |  |
|  |  |  |  |  |
|  | **Others** | Interpersonal & Organizational Skills |  |  |
|  |  |  |  |
| Team Player |  |  |
|  |  |  |  |
|  |  |  |  |  |
|  |  | Self-Motivated and Directed |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | **PERSONAL DETAILS** |  |  |  |
|  |  |  |  |  |
|  | Date Of Birth | 23 May, 1986 |  |  |
|  |  |  |  |  |
|  | Nationality | Indian |  |  |
|  |  |  |  |  |
|  | Experience | 2 years in total |  |  |
|  |  |  |  |  |
|  | Availability | Full Time |  |  |
|  |  |  |  |  |
|  | Visa Status | Resident on Husband Visa |  |  |
|  |  |  |  |  |
|  | Interests | Music. Dancing, Reading |  |  |
|  |  |  |  |  |