**Deepali**

**Deepali.299712@2freemail.com**

**Experienced Process Management Professional**

To broaden my vision by using my experience as well as leading skills along with a learning attitude for seeking a position of responsibility in a competitive organization.

**Professional** **Experience**

 **( Section Manager)**

**June 2010 –Till Date**

* **Day-to-day routine using ERP system for Purchase Order preparation, order processing ,stock accounting and Invoicing ,Outstandings .**
* **Well versed with statutory levies affecting commercial transactions like VAT /CST/ Service Tax/Customs/TDS/Octroi / Freight /Insurance, Inco terms, Letter Of Credit.**
* **Follow-up with customers for Clearances, collection of TDS certificates & Statutory forms like C/F/H/I, etc.**
* **Communication with Sales Person for dispatches on the basis of FG report.**

**Advance Dispatch planning for outstation orders with Sales person
Final dispatch plan to be circulated to all concern on daily basis. Coordination with Sales person for schedules. Coordination with Production for readiness of material**

* **Good oral & written communication & inter-personal skills to communicate & co-ordinate with different stakeholders both in and outside the organization.**
* **Maersk line. October 2004 – June 24th 2010**

Maersk Line is one of the leading liner shipping companies in the world, serving customers

all over the globe. It is having its offices in Pune & Chennai. The Pune office has Operation, Finance, Data Management and Documentation departments. Maersk is ISO certified.

***Position: Senior Processing Officer***

**Job Profile:**

**PURCHASE ORDER CREATION / ACCOUNTS PAYABLE IN SAP**

1. Creation of purchase order in SAP.
2. Service Entry under SAP
3. Creating the manual purchase order (PO ) in FACT (Finance and accounting container transport).
4. Releasing the purchase order.
5. Creating Goods Receipt.
6. Handling **work flows** in SAP per invoice received.
7. Generation of Purchase Request, Getting Purchase Order Done and released from various authorities, liaison with Vendor for quotation, PO, Delivery, Installation, Bill, Payment.
8. Accounting and Billing, to take Care of Keying in invoices.
9. Knowledge of excel ( V Look up , Pivot table , spread sheet etc )
10. Worked on pending Resolutions , Customer Query resolution
11. Been Vendor & customer centric, keeping transparency through regular calls
12. Generate report of Pending Purchase Order and work flows  in ERP
13. Organize, verify authorization, enter and match invoices with back up (ie. packing slips) for assigned vendors with minimal direction Upload invoices from approved spreadsheet.
14. Upload invoices from approved spreadsheet submissions. Ensure monthly spreadsheets are received and processed for deadlines .
15. Respond to vendor inquiries regarding invoice payments.

**DATA QUALITY :**

* Updating is done through re-routing /re-scheduling of shipments as per request received from front offices of various locations.
* Using various global systems like gcss, gsis, mepc, host on demand (mainframe mailing system) to execute the above mentioned request.
* Work involves constant corresponding with front offices all over the world in regards with request received which cannot be executed due to various issues and discrepancy.
* Work also involves constant follow up of pending issues with concerned front end offices.
* Training the new team members on the systems & procedures & solving their queries.
* Assigning work to the team members on daily basis and ensuring slabs (service level agreements) & benchmarks are met.
* Mainly handled all the deals for Global Tender Accounts for Export – Import of Entire Europe region.
* The work involves updating the Transport plan of the vessels correctly and timely in the Global Systems.
* Input the rates given by the sales agent to the customers in DRS system.
* Distributed the deals received from Sales Agent among the team members & to see that it is done within the stipulated time frame.
* Presented daily/weekly report to the manager.
* Prepared observation report for the Team manager & front office. Helped other team members to solve their problems in work.
* Transmitting the manifest alternation (MA) in the FF4 Screen. Also Solving the errors.
* Operational shipments are being handled.

 **Achievements:**

* **Awarded 4 times as the star performer for the highest productivity, dedication, perseverance and excellence displayed at work in the Maersk line.**
* **Efficiently resolved many client issues, often earning praise from clients for my Efforts.**
* **Earned praise from management for taking the initiative to streamline office operations.**
* **Improved office efficiency by updating database**
* **Was nominated “Employee of the month” award within the Transmission department.**

* **Completed “PRA” certification training From WNS Company.**

 **(Passenger revenue Accounting training)**

* **Have completed IATA training  in WNS in July 2004, which Includes Fare Construction, City Code, Currency Code and Proration.**

**I T Skill**

* Packages: MS Word, MS Excel, MS Power Point
* Operating Systems: Windows98, Xp, Tally 9
* ORACLE ERP ,SAP(Systems,Apllication & Products in Data processing),OCR, Main Frame (Oracle basis programs) like REEM, MCS, Mails, Maersk Line Intranet System,Vlookup, Pivot Table.

**Eucational Qualification**

* M. Com ……. Pune University
* D.T.L ……. Pune University
* B. Com ……. Pune University
* Higher Secondary .…….. Pune Board
* Senior Secondary …….. Pune Board

**Computer Skills:**

Languages Known **:** SAP MM , Oracle ERP ,‘C ’ programming

Hobbies  **:** Listening to Music

Languages known **:** English,Hindi, Marathi

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