

DIVYA

[DIVYA.353262@2freemail.com](mailto:DIVYA.353262@2freemail.com)

CAREER OBJECTIVE

To work in a progressive organization by putting in my best endeavor to meet company goals and objective with full integrity and zest.

ACADEMIC QUALIFICATIONS

* Masters of Business Administration [MBA] in Finance from Symbiosis Centre for Distance Learning [SCDL] in 2012.
* Cleared PCC Group-1 from Institute of Chartered Accountants of India [ICAI] in November, 2009.
* Bachelors of Commerce from Delhi University in 2008.
* Class 12th from [CBSE Board] - Happy School Daryaganj, Delhi in 2005.
* Class 10th from [CBSE Board] - Happy School Daryaganj, Delhi in 2003.

PROFESSIONAL EXPERIENCE

*Executive Assistant* *July’16–Feb’17*

*EXIM GLOBAL DMCC – Dubai, U.A.E* is a trading company which deals in Fencing, Plastic Bags &Containers, Bitumen, Ferroalloys, Timber etc.

*Role & Responsibilities*

* Post & Process journal entries to ensure all business transactions are recorded in the system.
* Managing Petty Cash Transactions.
* Preparing Accounts/Bank Reconciliations Statements.
* Preparing & handling all sale/purchase related documents which includes Purchase Order, Pro-forma Invoice, Bill of Lading, Commercial Invoice, Packing List through Transfer Receipt, Letter of Credit as well.
* Strong follow-up with all buyers & vendors for timely supply of material as well as containers for export or import.
* Establishing new and maintaining existing relationship with customers.
* Managing day to day operations of the company like attendance registers, payment of bills, schedule meetings, travel arrangements etc.

*Merchandiser cum Sales Coordinator* *Aug’14-July’15*

*ENKIE INTERNATIONAL PVT. LTD. – Gurgaon, India* is a trading company which deals in furniture,home décor & home furnishing products with the brand name of ‘*TEZERAC*’.

*Role & Responsibilities*

* Selection of furniture, home décor products, home furnishing products as per the requirement of the clients & company e-portal.
* Taking the final photographs of the products, editing & uploading the images for the e-portals.
* Coordinating & handling e-portals like Snapdeal, Fab Furnish, Pepperfry, Flipkart, Amazon, Urban Ladder etc. for increase in sales.
* Maintain records of daily dispatch orders & taking continuous stock report from the system & provide them weekly stock feed.
* Corresponding with domestic & international suppliers & buyers for their products & upcoming products for the e-portals & domestic market through presentations.
* Coordinating with the sales team for the fulfillment of the orders and new tie ups with the clients.
* Maintain complete documentation for each transaction with every client like Contracts, Agreements, Purchase Orders, Pro-forma Invoice, Sales Invoice, Credit Notes, Debit Notes etc.
* Create & maintain website content and ensure all data base is up to date and all pages, products & prices on the sites are correct, updated and in line with trading.
* Strategized and execute the marketing and campaigning activities to develop & to promote products of the company also planning for special occasions to push sales.
* Attended Trade Fair held in Pragati Maidan, New Delhi, India & Expo Mart in Greater Noida, UP, India.

*Assistant Merchandiser cum Sample Coordinator* *Mar’13-Aug’14*

*A.S. INTERNATIONAL – NOIDA, India* is an export house which manufactures home furnishingproducts like cushion covers, carpets, curtains etc.

*Role & Responsibilities*

* Selection of fabric & right accessories for the products as per the requirement of the client.
* Getting the pattern developed & note down the averages & other accessories used.
* Taking the final product or its JPEG & get the costing approved from Senior.
* Maintaining the development file & style file for all running orders.
* Managed day to day production tracking, including raw material status; tracked production performance and addressed potential delivery problems.
* Corresponding with vendors & buyers regarding their Sample & Production updates.
* To retain the existing customers by servicing them efficiently & also deepening the relationship by offering them various products as per the customers’ requirements.

*Article Assistant* *Jan’07-July’10*

*T.R. CHADHA & CO. and G.C. SHARDA & CO. – New Delhi, India* are Chartered Accountancy Firms.

*Role & Responsibilities*

* Preparing Books of Accounts & Bank Reconciliations Statements.
* Handling, coordinating and review of daily accounting functions.
* Conducted verification of Journal Vouchers, Ledger Scrutiny, Trial Balances.
* Assisted in preparation of accounts up to finalization and filing of Income Tax Returns.
* Assisted in conducting Statutory Audits, Internal Audits & Special Audits of Government Organizations up to the finalization of audit observations with the clients.

COMPUTER PROFICIENCY

* Completed Information Technology Training Program conducted by ICAI
* Working Knowledge of Tally ERP 9, MS Office Applications, Adobe Photoshop
* Drafting e-mails, letters
* Internet operations

PERSONAL PROFILE

Date of Birth 1st Dec, 1987

Language Known Fluent in English, Hindi

Nationality Indian

Visa Status Husband’s VISA