RESUME



Ms. Nisha

Nisha.370929@2freemail.com

**Objective :** To work in dynamic environment with growth potential, where creativity ,

 Team spirit, hard work, dedication & sincerity are appreciated, where I can

 Utilize my skill.

**Working Experience :**

◄**Working in “ RAGHU INTERNATIONAL TRADING, BURDUBAI**

 **Sales Co-Ordinator (September 2014 to till date)**

**Job Profile :**

 ▪ Preparing Schedules for each day visits of supermarkets and groceries

 ▪ Visiting supermarkets and find out requirements of shelves of our products

 ▪ Preparation of Purchase orders and Invoices

 ▪ Merchandising if necessary

 ▪ Maintaining Stock at warehouse asper customer’s requirements

▪ Responding to the inquiries receiving by calls and emails and taking necessary actions.

▪Preparing quotations and following up with customers
▪ Payment Follow ups

 ▪ Sending necessary orders to Indian suppliers as per requirement

 ▪ Handling municipality works related container release and items release

▪ Visiting govt offices like Dubai municipality, DEWA and economy dept for necessary works

 ▪ Taking care of municipality inspections and follow-ups at arrivals of our container

▪ Doing FIRS(Registration of items for release) & FITR (Registration of new items)for all products of each container coming from India

 ▪ Co-Ordinating with all customers for orders and deliveries

 ▪ Handling all works related to sales

 ▪ Taking care of purchases of our retails shop at Burdubai

▪ Meeting officials of supermarkets like choithram, almaya, safeer and baquer mohebi, Apsara and other small supermarkets for sales related works, payment related works , any kind of works related to our company.

▪ Meeting officials of supermarkets for business development

▪ Doing all online works like applications like product registration, etisalat & dewa works related to our co.

◄**Worked in SAI COLOR TECH PVT LTD , Mumbai (Blue chip group of companies)**

 **Sales Co-Ordinator (December 2013 to July 2014)**

**Job Profile :**

 ▪ Preparation Delivery Orders and Invoices

 ▪ Preparation Proforma Invoices

 ▪ Collection of Payments

 ▪ Updating Stock Register

 ▪ Preparation of Statement for Bills Receivable & Follow ups

 ▪ Instruct Delivery boys for the dispatches

 ▪ Attending phone calls whenever necessary

 ▪ Handling couriers related to our Sales department

◄**Worked in M/S.SURU INTERNATIONAL PVT LTD**

 **Admin Executive (February 2011 to November 2013)**

**Job Profile :**

 ▪ Preparing Quotations for Export inquiries

▪ Preparation Proforma Invoices, Purchase orders, making necessary entries related to quotations, purchase orders, purchase and sales bills etc.

 ▪ Keeping record for samples of Healthcare Medical Disposables & dispatching to

 customers as per their requirement.

▪ Attending phone calls whenever necessary

▪ Handling couriers related to our marketing department

◄**Worked in M/S. KEEC PVT LTD (Khan Electricals Engineers & Consultants Pvt Ltd) , Mumbai Admn Assistant (November 2007 to January 2011)**

**Job Profile :**

▪ Attending Phone Calls .

 ▪ Preparation of Salary .

 ▪ Maintaining Petty cash , preparing vouchers, cheques in absence of Accounts

 Asst .

 ▪ Preparation of Statement for Bills Receivable & Follow ups .

 ▪ Checking & replying mails in absence of Boss.

 ▪ Keeping all the records of quotations & Tenders.

 ▪ Preparation of sales Bills , other documents related to the project as per

 purchase order & client's requirement.

 ▪ Follow ups for other requirements from clients such as Purchase orders, extension of time period of the project, revised P.O. completion certificate etc.

 ▪ Attending meeting with clients for the queries of sales bills, documentation & collection of payments if necessary.

 ▪ Checking the deductions such as TDS, WCT, Retention or security deposits or any

 other deductions at the time of receipt of payments.

 ▪ Co-ordinating with clients for our requirements of the project at the time of completion.

 ▪ Visiting our bank for the requirements like bank guarantee or security deposits

 as per clients requirement.

  ▪   Draft Letters for Retention and Debtors

  ▪   Payments follow up with the clients for the bill approved & sent within/after completion of credit period.

 ▪  Instruct office boys to collect cheque and dispatch of bill and other documents

 ▪  Updating Sales Register.

 ▪  Maintain the stock of stationery &housekeeping material.

 ▪  Filing of papers and other documents

 ▪   Assist staff with administrative duties as requested.

◄ **Worked in Liberty Graphics, Mumbai as Accounts Assistant from May 2003 to September 2007. (Foxpro Accounting Package)**

**Job Profile :**

 ▪ Attending Phone Calls if necessary.

 ▪ Preparation of Salary.

 ▪ Preparation of Cheques & Slips

 ▪ Preparation of Daily Vouchers.

 ▪ Preparation of Statement for Bills Payable & Bills Receivable .

 ▪ Preparation of AMC Letters & Maintaining Service Reports.

 ▪ Preparation of Proforma Invoices, Bills & Challans

 ▪ Payment Follow-ups

 ▪ Maintaining files

 ▪ Preparation of Bank reconciliation Statement

**Academic Profile :**

●. B.Com Passed from Mumbai University.

 ● H.S.C. Passed from Mumbai Board

 ● S.S.L.C. Passed from Kerala Board.

**Computer Awareness :**

◄ Completed Diploma course in MS-DOS,

 Windows,MS Word, Excel and Internet.

 Knowledge in Foxpro Accounting.

**Personal Details :**

Date Of Birth : 18th February , 1982

Marital Status : Unmarried

Sex : Female

Nationality : Indian

Hobbies : Reading, Listening Music.

Language Known : English, Hindi & Malayalam

Date :