**CURRICULUM VITAE**

**Ms. Deepa**

[**Deepa.373224@2freemail.com**](mailto:Deepa.373224@2freemail.com)

**OBJECTIVE**

* Utilize my understanding and Skills to contribute to the growth of my company and their products favorably.
* To work consistently to aggrandize my knowledge, skills & rank by taking higher responsibilities.

**C V SUMMARY**

* **Post-Graduation in Master in Environmental Science** with excellent academic records.
* **2 Year of experience in Food and Farm Product** Buying Selling and **Supply Management Industry,**
* **Bachelor of Science in Agriculture** in with good academic records and experience.
* **Sound Knowledge of Agricultural Business models** incl. environment**, challenges, Market trends, & Customer needs.**
* Sound Knowledge of **Supply chain dynamics** to optimize the interactive customer experience.
* **Proficient in computer skills** with Microsoft Word, Excel, and PowerPoint.

**KEY JOB RESPONSIBILITIES**

* **Responsible for** whole cycle of **Buying & selling of Food and Farm Products** **(Farm Producer, Distributor and Buyer)**
* **Responsible for** initiating & assisting **Clients and customers** to open the **account in our Bank and Commodity division**
* **Responsible for** **complete supply chain management** including **sales and distribution** of the **Food and Farm Products**
* **Lead** & **manage** the **routine business activities such as Purchase Order, Invoicing, Payments and Account Receivables**
* **Responsible** **for** **PURCHASE, STORAGE, PROCESSING, PACKAGING, SALES**, of **Agriculture, Food & Farm Products** in region
* **Single point of contact** for **all business communication, Internal, External Process & Data Management**.

**WORK EXPERIENCE**

* **NAGPUR FRUITS AND VEGETABLES SALES & PURCHASE CO-OPERATIVE SOCIETY**
* Registered as Co-operative Society under the Maharashtra Co-operative Society Act 1960 dated 4th July, 1991.
* A well renowned and prestigious Organisation in the region with highest social values and ethics.
* A nonprofit organization formed for a social cause of enhancement, encouragement & wellbeing of the Farmers
* Involved in PURCHASE, STORAGE, PROCESSING, PACKAGING, SALES, of Agriculture Products grown in the region
* **DESIGNATION**
* Customer Account Executive
* **DURATION**
* August 2013 to October 2015
* **JOB RESPONSIBILITIES**

ACCOUNT MANAGEMENT

* Offering customer services for opening a new commodity & Bank account by fulfilling all account opening formalities
* Provides other customer solution such as account opening, maintenance, closures, payments, changes/corrections
* Fulfill Commercial account management formalities by ensuring compliance with banking policies & needed documents
* Maintain the up-to-date database by inputting the client data into software system including hardcopy registers

PRESALES ACTIVITIES (BUYER)

* Supply Management by follow-up with suppliers & vendor and Review Product Delivery, Cost and Suppliers Credentials.
* Purchase farm products from farmers for processing or resale including dairy products, grains, or vegetables, Fruits etc.
* Purchase operations like Product Examinations, Price negotiations, Rate fixing, PO preparation, Payments, Stock Data.
* Arrange purchased products for further cleaning, processing, packing or storage as per the company procedures
* Maintain data in software system and ledger for all transactions, product inventories & report to other Departments

SALES AND DISTRIBUTION ACTIVITIES

* Preparing annual budget, sales strategies based on market environment, past performance and customer feedbacks
* Acts as the primary contact to attend the purchase as well as sales and distribution clients,
* Develop customized solutions, Sales offers, Sales Promotions based on customer need and sales growth possibilities.
* Generate data on new Suppliers & Customers through Internet, publications, tenders and grow existing customer list
* Representation and Registration as a supplier with corporates online as well as at Exhibitions and Business Meets
* Prepare Company introduction letters, Presentation, Business Letters and submit Responsive Quotes to clients.

**POST GRADUATE QUALIFICATION**

* **Post Graduate Master degree in Environment science**
* Successfully Passed **Master degree in Environment science** in July 2017 from Kamala Nehru Mahavidyalaya Nagpur affiliated to Rashtrasant Tukadoji Maharaj Nagpur University with CGPA grade 6.92.

**ACADEMIC HIGHLIGHTS**

* **Major Subject**

Water and waste treatments (Advanced, Biological & Physicochemical), Natural resources management, Environment and Atmospheric science, Environment Microbiology, Ecosystem and biodiversity, Environmental sampling and research, Analytical techniques for Environmental Impact Assessment and Legislation.

* **Training**

Visited various plants and sites including Metrological data study Center, Water treatment plants, Etc.

* **Study Project**

Analysis of Physicochemical properties of Soil in Bhandara region.

* **Seminar**

Seminar on “Hazardous waste management including study of Nuclear, Bio Medical, Industrial universal waste Management.

**PROFESSIONAL QUALIFICATION (GRADUATION 4 Years)**

* **Bachelor of Agriculture Science**
* Successfully Passed **Bachelor of science in Agriculture** in July 2013 from Ramkrishna Bajaj College of Agriculture, Wardha affiliated to Dr. Panjabrao Deshmukh Krishi Vidhyapeeth, Maharashtra with CGPA grade 7.66.

**ACADEMIC HIGHLIGHTS**

* **Major Subject**

Agricultural Engineering, Agricultural Economics, Agronomy, Horticulture, Entomology, Plant Pathology, Dairy science, Soil Science, Microbiology, Botany, Husbandry

* **Training**

Internship of 6 months completed in rural farming areas to study Agro based industry.

* **Study Project**

Nursery management of Horticultural crops.

* **Seminar**

Prepared study report and presented a seminar on Nursery management of Horticultural crops.

**ACADEMIC QUALIFICATION (Secondary Education)**

* **High Secondary school examination**

Successfully passed **H S C** in 2009 from Girls Junior College, Nagpur affiliated to Nagpur Board with good academic records.

* **Secondary school examination**

Successfully passed **S S C** in 2007 from Shri Rajendra High School, Nagpur affiliated to Nagpur Board with good academic records.

**EXTRACURRICULAR ACTIVITIES**

* Training on “Behavioral & Interpersonal Skill Development”.
* Represented Self Organisation in **“Agro Expo - 2011**” (3 day).
* Attended workshop on **Agree-Clinic and agribusiness centers scheme by NABARD**.
* Attended village training working with **farmers and understanding their problems**. (RAWE)
* Attended **field training** during **B.Sc. Agriculture (Hons).**
* Attended NSS (**National Service Scheme**) Training Camp in University.

**PROFESSIONAL STRENGTHS & ABILITIES**

* Excellent Communication, **Organizing, Multitasking, Analytical & Interpersonal** Skills.
* Excellent Command on **English Language & Writing Skills** with **Good Learning Ability**.
* Excellent **Time Management** & **Work Prioritization Skill** with **Negotiation Abilities.**
* Adaptability to **Change & Meet Challenges** of **Fluctuating** **Workloads in Tight Timelines.**

**BUSINESS SOFTWARE TOOLS**

* In-house Business Software

**COMPUTER PROFICIENCY**

* MS-CIT, E-Tendering, Windows, MS-Word, MS-Excel, Power Point, Acrobat, PageMaker, Adobe Photoshop.

**AREA OF INTERESTS**

* Oil & Gas Companies, Environmental Research Organisation, Consultants & Contractors, Technology Suppliers, Laboratories, Testing, International & National Companies, International or national prestigious Study Projects.
* Agricultural Research Organisation, Hypermarkets, Supply Chains, Dairies, Food and vegetable markets, Suppliers, Product Quality Testing and analysis, Agricultural Laboratories.

**PERSONAL DETAILS**

* Name - Deepa
* Sex - Female
* Nationality - Indian
* Marital Status - Single
* Languages - English, Hindi, Marathi
* Hobbies - Traveling, Reading, Listening Music, Internet surfing
* Address - Dubai (Ready to relocate Abu Dhabi, Sharjah)