

Kadambari Mohite

Admin Executive

Contact

Address

Dombiwali 421202

Phone

9220 765411

E-mail

kadambarimohite129@gmail.com

Skills

- Tally ERP- 9
- MS Office
- Good Presentation Skills
- Effective Professional Communication
- Hardworking individual with result seeking attitude
- Positive attitude
- Team working
- Ability to go extra miles to achieve excellence

Languages

English

Hindi

Marathi

Dedicated and responsible team player committed to continuous improvement of capabilities and skills. Firm believer in the power of thinking big and striving for perfection in all endeavors. Eager to collaborate with professionals to achieve collective success and make a meaningful impact.

Work History

2018-02 -

2018-11

Admin executive

Candor Enviro Pvt LTD

- Sales Order Processing
- Processing till dispatch and documentation the same
- Maintaining Documentations
- Dispatch documentations
- Follow up for outstanding payments Records of EX stocks
- Handling complaints
- Pre and Post Sales Activity
- Document all the pre and post sales activity
- Timely execution of orders documents and dispatches
- Follow up with the supplier and customer
- Petty Cash
- Keeping all the records of outgoing and incoming cash
- Scheduling
- Scheduling the tank cleaning activity at various sites
- Coordination wit customer and internal team for scheduling
- Accounting
- Cheque deposits
- Cash withdrawal
- NEFT/RTGS
- Salary
- Supplier Payments
- Sales/Purchase Records
- Coordination with CA
- Courier Inward/Outward Records

2015-10 -

2016-03

Supply chain executive

ANSHUL LIFE Sciences

- Sales Order Processing:-

- Maintaining timeliness & accuracy
- To screen all the purchase orders
- Processing till dispatch and documentation the same
- Maintaining Documentations
- Dispatch documentations
- Follow up for outstanding payments and C-Form
- Records of EX stocks
- Handling complaints rejections
- Keeping records, data storage
- Pre and Post Sales Activity
- Document all the pre and post sales activity
- Timely execution of orders documents and dispatches
- Follow up with the ware houses and regional SCM team

2014-01 -
2015-10

Customer service representative

FSL Foods India Pvt Ltd

- Sales Coordination:-
- Raising Purchase Order
- Raising Goods Receipt Note (GRN)
- Raising Invoice
- Stock Management
- Warehousing & Logistics:-
- Coordination with suppliers, Transporters and customers to ensure timely dispatch of goods
- Obtaining road permits from customers & tracking the shipment status & providing dispatch details to them
- Coordination with Custom House Agents (CHA) for clearance of imported shipment
- Administrative activities:-
- Bookings for Company officials
- Maintenance of assets records
- Attending to Bills and Vouchers
- Keeping record of stationary & AMC of equipments
- Report Preparation:-
- Preparation of Sales –Income Report
- Monthly Progress report
- Pending purchase order
- Sales detail report
- Data key in into budget file

2010-08 -
2012-10

Sales Executive

The India Today group

- As a sales executive main task is to sale the advertisement.
- Co-ordinate with the various clients on the basis of internally provided data.
- Handling customer appointments with the help of telecommunication.
- Visit clients place and brief them about various advertisement packages through a small presentation.
- Co-ordinate with internal teams to finalize the advertisements.

2007-03 -
2008-09

Back Office Executive

Rosyblue (India) Pvt.

- Direct responsibility for handling the stock.
- Keep records of transferred goods, as well as inward & outward JD Entries.
- Handling of Monthly costing process.
- Preparation of Purchase challan.
- Inward stock checking.

Education

2010-05

B.COM

Mumbai University

GPA: Second class

2006-05

H.S.C.

Mumbai University

GPA: Second class

2004-05

S.S.C

Mumbai University

GPA: First class

Personal Information

- Date of Birth: 01/27/89
- Marital Status: Married