



## RUPALI MANGESH JADHAV

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A result-oriented professional, aiming for assignments in Billing Executive with a leading organization of repute, preferably in Mumbai.

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### *PROFILE SUMMARY*

- A competent professional with experience in Billing Executive.
  - Proficient in handling the activities in coordination with the internal / external departments for smooth business operations.
  - Demonstrated skills in relationship management coupled with expertise in handling top & confidential correspondence with clients.
  - Capable of adopting new measures and understanding the changed circumstances for fast adaptability & ensuring implementation in the organization for its benefit.
  - Proven abilities in providing comprehensive support for executive-level staff including scheduling meetings and managing all essential tasks.
  - Skills in maintaining records & writing the minutes of the meetings and corresponding with external & internal clients.
  - An effective communicator with excellent interpersonal, analytical & relationship management skills.
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### *CORE COMPETENCIES*

- Ensuring smooth operations at all times and maintaining proper decorum & discipline by implementing & modifying the policies & procedures.
- Working closely with the departments to achieve a harmonious working environment and greater operational efficiency.
- Directing the office correspondence, mail management & fixed assets management.

- Monitoring/coordinating activities as appropriate and preparing internal reports for management.
- Gathering / updating data to maintain departmental records & databases.
- Involved in preparing written documentation for the office and evaluating incoming & outgoing correspondence.

## ❖ ORGANIZATION EXPERIENCE:

<b>Organization</b>	DHL ECOMMERCE INDIA LLP (DHL SMARTRUCKING)
<b>Sub Organization</b>	GGA India (P) Ltd & Million Mind
<b>Designation</b>	Billing Executive
<b>Department</b>	Logistics
<b>Year</b>	Feb 2019 To Sep 2020
<b>Location</b>	Mumbai

## ROLE :

- Working In SAP.
  - 1) Raised Invoices.
  - 2) Brokers & Enterprises customers billed & same sent by mail.
  - 3) Billing MIS/ Trip MIS / Order MIS downloaded & same will be sent.
  - 4) Raised & Revised credit note in SAP.
  - 5) If any changes after billing communicating to customers & resolved it.
  - 6) Download pod copy & print.
  - 7) Verifying pod & updating.
- Downloaded TCR graph on portal.
- Maintaining all required file in excel format.
- Raised invoices & credit notes in excel format.
- If any issues while billing in SAP as per the base on issue coordinate with IT team/order team/pricing team.
- SAP Issue Ticket raised to by Department. E.g. Price Issue/Indent Issue/Agreement Issue.
- Invoice along with pod send to customer & maintaining tracker of dispatching.
- Coordinating with the clients to answer all the queries and ensure complete customer satisfaction.
- Acting as a primary point of contact between client & the employer through proper Communication.

## RESPONSIBILITY:

- Maintaining Pod's & sent to the customer.
- Invoices & credit notes hard copy & soft copy sent to the customer.
- Communicating with customer & trying to resolved the customer's issue.
- Helps to the Team member & close the issue as soon as possible.

- Keeps in touch with Regional Head to know the customer issue.
- Find out from time to time whether customer satisfaction.
- Follows customer rules when raised invoices. E.g. Trip wise/Origin Wise/Destination Wise.
- Check the price in SAP is right or not as per the customer agreement.
- I become the bill of those customers, Mondelez/Sunpharma/Havells/Modicare/Kunhe+Nagel/Winter & Enterprises & Brokers.

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<b>Organization</b>	SHREE BALAJI ROADWAYS CORPORATION
<b>Designation</b>	Billing Executive
<b>Department</b>	Logistics
<b>Year</b>	Jan 2015 To Feb 2019 (4Year)
<b>Location</b>	Mumbai

### ROLE:

- Raised Transportation bills & same will be sent to customer.
- Making E-way bills, Delivery & Pickup Challans.
- Maintaining all detail related by transporting in excel format.
- Establishing and maintaining files & records for the office.
- Coordinating with the clients to answer all the queries and ensure complete customer satisfaction.
- Transaction related record maintaining.
- Preparing Freight Invoice as well Brokerage Invoice.
- Mail communication with Customers for daily update.
- Monitoring complete cycle of shipment from Booking till Delivery.
- Coordinate with driver & its try to deliver whatever goods are reached at location on time.
- Acting as a primary point of contact between client & the employer through proper communication.

### RESPONSIBILITY:

- Maintaining all transaction statements.
  - Received all payments. e.g.- Cheque & Cash.
  - Paid to advance vehicle transporting charge.
  - Vehicle Quotation price decided & same sent to the customer.  
e.g. Unloading/Loading charges, Detentions charges.
  - Keeps in touch with driver to know the vehicle has reached time to time.
  - Find out from time to time whether customer satisfaction.
  - Making LR copies.
  - Submitted all documents related vehicle courier to the driver. e.g. LR copy & E-way bill.
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## ❖ IT SKILLS:

- Well versed with MS Office (Word, Excel & PowerPoint) and Internet Applications.
  - MS Excel.
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## ❖ ACADAMIC DETAILS:

- S.S.C. Pass from Kolhapur Board in year 2009-10.
  - H.S.C. Pass from Kolhapur Board in year 2011-12.
  - Graduate in B.A Pass from Mumbai University in year 2016-17.
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## ❖ PERSONAL DETAILS:

<b>Date of Birth</b>	11 <sup>th</sup> October 1994
<b>Gender</b>	Female
<b>Nationality</b>	Indian
<b>Marital Status</b>	Single
<b>Current Location</b>	Jogeshwari, Mumbai
<b>Language Known</b>	English, Marathi, Hindi
<b>Hobbies</b>	Dancing & Reading

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## DECLARATION

I hereby declare that, the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

<b>Place</b>	Mumbai
<b>Date</b>	

(RUPALI M. JADHAV)