**CURRICULUM VITAE**

**Name : Vipul Vishwakarma**

Address : House No.68, Pt. Enclave Mukandpur Part-II Delhi:-110042
E- Mail : 19vipul.95@gmail.com

Mobile : +91-8743803929

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| **Vision Statement**  |

I visualize myself as a successful professional seeking career growth through technical qualities to work for fulfilling organizational goals and objectives.

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| **Work Experience** |

**KEY SKILL: Billing on SAP System (SAP Assistant) & MIS Executive**

**Working with Bristol Myers Squibb India Private Limited (C/O SparK Enterprises)**

**SEP 2012 To Jan 2018 as an Expiry In – charge, and SAP Assistant.**

* To look after all the activity at Bristol-Myers Squibb**.**
* Responsible for Stock receiving, Inspection, stacking of Medical devices.
* Responsible for stock count, record keeping, complaint Products of stock in the warehouse. System entry of stock in, Stock out.
* Maintained the records files of Bristol Myers Squibb India Pvt. Ltd.
* *Coordination with both customer & Drivers.*
* *Preparation of daily Drivers movement reports*
* *Preparation of customer data sheet & new customer entry in our package*
* *To create Invoicing, Credit notes, Free goods, Goods received Entry (G.R.), on SAP.*
* *Working knowledge in MS office and system application product (SAP).*
* *Review in data entry on our system and update in all entry.*
* *Maintain business presentation report quarterly and yearly.*
* *Maintain the KPI (Key Performance Indicators) of monthly, quarterly, and yearly of BMS India Pvt. Ltd.*
* *Maintain the Stock entry (Batch wise, Stock wise and product wise) of every month of BMS India Pvt Ltd.*
* *Follow up the Payment reminder of all party and also follow up C-form and Form the Party and Central Warehouse or H.O.*
* *Tracking the Cold Chain Shipment on Zelthy system*.
* *Preparing the Presentation report of BMS India Pvt .Ltd C/o Spark Enterprises.*
* *Monitoring the temperature of the cold chain at the time of picking and follow up all sop instruction about the handling and packing of cold chain products.*
* *Take the approval to the quality premises along with all details for cold chain product received and dispatch.*

**Current Working with Aark Pharmaceutical Apr 2018 as an Office Coordinators and MIS Executive.**

* Responsible of stock count, complaint Products of stock in the warehouse. System entry of stock in, Stock out.
* Maintained the records files of Aark Pharmaceuticals.
* *Coordination with both customer, Drivers & Field Executive for Stock Delivered to the party and customer.*
* *Preparation of customer data sheet & new customer entry in our package*
* *To create Invoicing, Credit notes, free goods, Goods received Entry (G.R.), on Easy sol system.*
* *Working knowledge in MS office and system application product.*
* *Review in data entry on our system and update in all entry.*
* *Maintain business presentation report quarterly and yearly.*
* *Maintain the KPI (Key Performance Indicators) of monthly, quarterly, and yearly.*
* *Maintain the all type AMC (Annual Maintenance contract) report of Aark Pharmaceuticals .*
* *Follow up the Payment reminder of all party and also follow up C-form and F- form the Party.*
* Preparing the patient MIS (Like P.O order N. Req. Qty & P.O Date) for Audit propose.
* *Maintain the temperature of cold Rooms and also monitoring the temp.Day to day of Aark Pharmaceuticals.*
* *Looking of all activity related of temp of cold Rooms, Warehouse and packing of life saving Medicine.*
* *Coordinate to the sale and Party for order and payment follow-up.*

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| **Qualification** |

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| B.C.A. | Mahatma Gandhi University |
| 12th  | Uttar Pradesh Board |
| 10th | Uttar Pradesh Board |

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| **Technical Qualifications** |

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| Diploma in Computer |
| *MS- office , MS word, Advance Excel , Internet ,SAP System, Easy sol, Brain System, Zelthy System and Nav.System* |

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| **Strengths** |

* *Hard working and Friendly Behavior.*
* *Resourcefulness and Excellent Communication Skill.*
* *Eager to face Challenges and a Quick learner.*

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| **Personal Details** |

**Father’s Name** : Shri Rajender Vishwakarma

**Date of birth** : 10 Feb 1995

**Marital status** : Single

**Language known** : Hindi, English

**Hobbies** : Internet Surfing and listening Music

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| **Acknowledgement** |

I hereby certify that the information furnished above is correct and complete to the best of my knowledge.

**Date:**

**Place:** **(Vipul Vishwakarma)**