**DEEPA**

**809, Indirapuram, Shakti khand 4, Shipra Sun C, Indirapuram Delhi/NCR**

***Cell Phone 9911260629***   ***Email:*** [***bhatia.deepaa@gmail.com***](mailto:bhatia.deepaa@gmail.com)

**OBJECTIVE:** Seeking a position where my extensive experience will be further developed and utilized.

**Worked in Doosan Power as Document controller -Expat & Billing Deptt. Obra project (From June 2019-July 2020)**

**Fluor Denial India Pvt. Ltd (Engineering Procurement Construction- EPC Oil and Gas)**

**Working for (KUWAIT NATIONAL PETROLEUM AL- ZOUR REFINERY Project) as a Project support Administration (TRS Contract Payroll) from July 2016 to June 2018)**

**Key Skills:**

* Invoice processing into BIMS ERP, Order processing stock related entries.
* Vendor billing discrepancies and related inquiries.
* Prepare export/import Invoices as per MDCC and BBU as per Contract.
* Coordination with Engineering Team, Site Offices Vendor’s and interactions over email/phone for onshore and offshore contracts for Billing Documents
* Preparing weekly, monthly MIS reports related to shipments using advance excel
* Updating of billing document review report weekly and monthly.
* Prepare debit and credit note for adjustment invoices.
* Maintain record related to foreign shipments and payments.
* Ensure the Billing document approved and deliver on time to the Clients offices.
* Prepare LC documents, coordination for packing list, Test reports, Inspection reports, waybill, LR & Bill of lading documents.
* Prepare BOE and Prepare LC forwarding letter and submit to Bank & following up for payments.
* AR generation and AR settlement of bills, after submitting to the bank.

**Statcon Power Controls Ltd. -Executive Commercial (Dec, 2015 to June, 2016) Contract basis**

**C&S Electric Ltd (Manufacture of Electrical equipments)**

**Executive-Commercial- Sales & Finance Department, Greater Noida, (October, 2014 to October, 2015)**

* Enter Orders entry in Oracle as per payment terms.
* Sales order MIS, Pending orders back log, Daily Sales Report and Dispatch instruction.
* Prepare Post Dispatch documents as per Order.
* Vendor coordination and follow up with dispatch of material to Plant or project site.
* Prepare EMD Bank Guarantees, Adv BG’s & Performance Contract BG’s as per format given by Clients.
* Prepare Advance Invoices, Commercial Invoices and Performa Invoice.
* Debit & Credit notes in Oracle.
* Preparation of documents for claiming documents through LC, commercial Invoices, Packing list, LR, As Built, Test Reports& Bill of lading.
* Coordination with Bank for LC acceptance.
* Responsible of Delivery of Dispatch documents to clients, C-forms follow up, arrange E1 & E2 forms.
* Balance Payment follows up to client by sending letter and reminders.

**KEC International Limited-EPC**

**Asst. Marketing & BD Officer- Gurgaon, (Oct 24, 2011 to January, 2014)**

* Searching Tender Notices from their respective web sites, newspapers.
* Analysis of Pre-Qualification Criteria.
* Maintain Reports - Tender call lists, Preparing of Win loss analysis and keep all concerned informed of the same on Weekly Report (Technical Bid opening, price bid opening & awarded projects) Undecided tender list, Competitor report and CE Report.
* Take internal approvals and coordinate within Finance department.
* Purchase Tender Document &Download tender documents from their respective websites.
* Prepare EMD BG’s, Contract performance BG & Advance BGs, Extension , Retention of BG’s, Power of Attorneys, Banker certificates and follow up for EMD recoveries
* Keeping a track on MIS for Letter of Award’s detail, Expenses payment and timely update of the desired data.
* Responsible of Work Order Processing through ERP, Generate Orders nos. region wise, circulating of order’s to domestic and related site offices informed through emails after adding CST,ED and other taxes, Generating Invoices for Advance payment and responsible of submitting documents to Client.
* Letter’s, preparing IOM’s for distribution of new orders or amendments and keeping track of documents.
* Maintaining tender records, files and registers as per ISO requirements.

**Lea Associates South Asia Pvt. Ltd. (May, 2008- October, 2011)  
Secretary, Mohan Cooperative Area, ND**

* Arranging Appointments and maintain Diaries and Calendars
* Report Generation and Submit MIS reports including Monthly, Half Yearly reports as required by Executive Director.
* Maintaining and prepare a variety of records, files, Documents and support other Administrative Work.
* Provide secretarial support to the Department other officials as and when basis.
* Drafting Letter directly by taking dictation from CGM’s.
* Prepare and edit correspondence including official letters and presentations and other documents.
* Carry out daily administrative activities of the office.
* Preparing CGM’s expenses vouchers, submitting available original bills to finance for claim process.
* Prepare PPT’s as per requirement.

**Thomson Digital, (March 2007 – October 2007)  
*Pre-editor*, Noida**

* Handling and processing orders of the clients.
* Execution of email work.
* Pre-edit the given document (.doc file) according to CAP guide, DTD and Journal instruction.
* Generate the XML files.

**Education:**

* **Deshbandhu College, University of Delhi** (2000 – 2003)B.com(pass)
* **Doeacc Society (2004 – 2006)**Doeacc O and A level (Ministry of information technology (Under AICTE-DOE Scheme, Govt. of India)
* **Annamalai University** MBA(E-Commerce) (2007-2010)

**COMPUTER SKILLS:**

Microsoft Word, Excel, Access, PowerPoint, Outlook Express, Lotus Notes, Microsoft Windows, Adobe Illustrator, BIMS & Oracle.

**Hobbies:**

Spare my free time with Surfing internet, Planting, Reading Books & Novels.

**PERSONAL PROFILE**

**Name:** Deepa   
**Father’s Name:** Mr. Surender Kumar  
**Date of Birth:** 17th November, 1981  
**Contact No.** 9911260629  
**Nationality:** Indian  
**Category:** General

**Place:**  Signature