# CURRICULUM VITAE

**Atul Dhiman**

## Near Bus Stand, V.P.O. Bilaspur,

District-Yamuna Nagar – 135102 Mobile- +91 8059064268

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# Objective

## To secure a challenging position in an esteemed company where I can utilize all my skills, be a good team player, and improve my skills while working for the growth of the organization.

**Experience**

**Senior Executive of Accounts at Ethos Limited, Chandigarh** from June.2018 to till date.

### Job Responsibilities: -

* Obtaining quotations from various vendors, review quotations, making comparison and select the most suitable vendor.
* Negotiate on cost of item, best payment terms, transportation, delivery time, quality and maintaining high level of integrity to obtain the maximum benefit for the company.
* Create purchase orders in ERP as per finalized comparison sheet and enter order details

like items, technical details, quantities, prices, taxes, term of payment, vendor etc. in ERP.

* Managing logistics functions, negotiating with transporters on cost effective transport

solutions and coordination for timely availability of vehicles and material at destinations.

* Coordinate with Account, finance and sale department for invoicing and payment process.
* Keeping of purchase documents like purchase order bunch, supplier rating and evaluation

processes & procedures.

* Make annual rate contracts with vendors for regular items and keep contract files as reference for the future.
* Arrange meetings and factory visit of different suppliers according to requirement, specifications

and standardization for economical procurement.

* Build and maintain good relationships with new and existing suppliers in critical financial situations.
* Generate item code, business partners and purchase reports like MIS, bulk purchase,

previous purchase, pending purchase orders etc. from ERP.

* Handling the invoices and forwarding to concerned person of finance department.
* Preparation of invoices and availability of road permits (E-Way Bill).
* Responsible for resolution of stores complaints and queries within a limited time frame.
* Match purchase orders to invoices and enter invoices into system.
* Sort and place materials or items on racks, shelves or in bins according to organizational standards
* Prepare cash and check payments for bank; totaling and recording the deposit amounts, filling out deposit slips and bundling the funds and slips; making deposits at the bank
* Handling all warehouse activities.
* Payment of the vendors as per payment terms.
* Preparing outstanding payment on monthly basis.
* Reconciliation of account statement of vendors quarterly.
* Preparation debit and credit notes.
* Preparing payment sheets in excel project wise.

**Commercial Associate at Spray Engineering Devices Limited, Mohali** from Dec.2016 to May.2018.

### Job Responsibilities: -

* + Creating & updating Sale orders (Local, Domestic, Export, Service, E1, Scrap & Sale return) in ERP.
  + Preparation of Performa Invoice, Statements & submitted to clients as per the PO.
  + Preparation of invoices and availability of road permits (E-Way Bill).
  + To ensure correct preparation of Check List/Bill of Entry/Shipping Bills by CHA.
  + Follow up of payment of Local, Domestic, Export & Service.
  + Reconciliation A/C statement with clients & reconcile sale with billing/accounts dept.
  + Issuing credit or debit note as per the rejection & solve the matter.
  + Preparing of post shipment documents. (Bank documents, Shipment Advice, Insurance declaration etc.)
  + Make CG, PBG & ABG as per payment terms of order.
  + Handling Billing, Booking ,Collections & maintain records (Invoicing, C-Form, Purchase Orders, Executed Orders, Service Orders & Export documents & all other records)
  + Co-ordination with transporters for timely availability of vehicles.
  + Obtaining quotation’s from various CHA for export & import and finalize for execution order –

through Shipping, Road transport & Airway.

* + Negotiation with transporter, rates finalization, vehicle placement & transporter bill processing with Accounts Department for payment.
  + Dispatch clearance as per ISO standards & documents preparation and record same.
  + Dispatch finished goods with accurate documentation as per the terms of purchase orders & as per the client’s instructions.
  + Updating MIS (Sales/Turnover Maintenance) report on daily, weekly & monthly basis.
  + Sending documentation (Invoices, Security Cheques & other doc.) through letters on the given address by clients.

**Commercial Executive at Singla Enterprises, Yamuna Nagar (Tata Sky) f**rom Jan.2016 to Nov.2016

### Job Responsibilities: -

* + Update inventory (Purchase, Sale & Stock) in SAP
  + Online booking of new connection & complaints on SAP software.
  + Sold the Starter kits & Flexi balance & collecting payments from market.
  + Updating, Issuing & dispatch the material to all retailers.
  + Working as CCO (Customer Care Operator) in the office and handling the calls & queries.
  + Collecting, checking rejected and defected material & send to warehouse.
  + Maintaining records, preparing bank related documents & staff salary.
  + Calculating & distributing the funds of every retailer for their services (Installation) at the end of every month & received NOC’s.
  + Creating new customers & sale the product as per the monthly targets.
  + Approaching the corporate offices, retail outlets and explaining them about product features, and convincing them.
  + Responsible for resolution of customer complaints and queries within a limited time frame.
  + Bringing new business opportunities.
  + Achieving daily, weekly & monthly targets with quality business.
  + Conducting various events and activities at various public places to maximize the business

# Academic Qualification

* + B.com (Comp. App.) from Kurukshetra University, Kurukshetra with 60.10 %
  + Sr. Secondary (Commerce) from Haryana Board of School Education with 78.20%
  + Higher Secondary from Haryana Board of School Education with 68.40%

# Skills & Expertise

* + SAP, ERP & INFOR ERP, Tally.
  + Microsoft Office (Word, Excel, Power Point & Outlook).
  + Supply Chain Management & Operations Management.

# Strengths

* + Problem Solving & Decision Making.
  + Communicate effectively inside and outside the organization.
  + Proper dedication to work.
  + Hardworking, Honest, Trustworthiness & Positive Attitude.
  + Organize, plan, and prioritize work,
  + Leadership, Teamwork, Initiative.

# Personal Details

* + **Father’s Name** : Sh. Raj Kumar
  + **Mother’s Name** : Smt. Rekha Rani
  + **DOB** : 16-May-1995
  + **Marital Status** : Unmarried
  + **Nationality** : Indian
  + **Religion** : Hindu
  + **Linguistic Abilities** : English, Hindi & Punjabi.

# Declaration

## I hereby declare that the information furnished above is true to the best of my knowledge.

**(Atul Dhiman)**