



 Jogeshwari - 400060
 8828143548
 suk24july@gmail.com


SOFTWARE

Tranzact
Tally Prime



ONLINE SITE

IREPS
CPPP



COMPUTER PROFICIENCY

Word 2010
Excel 2010
Power Point 2010



LANGUAGES

English
Hindi
Marathi



Sukanya Bhatkar.

PROFILE • ABOUT ME

Dedicated Jr. Executive - Sales & Marketing with over 7 successful years of clerical experience in busy office environments achieving superior levels of administrative effectiveness.

WORK EXPERIENCE

Siphon Infra Pvt. Ltd.

October 2022
Till Date

Jr. Executive - Sales & Marketing

- 1) Quoting the Tender on IREPS site.
- 2) Keep Track for new Railway Purchase order & maintaining the same in Pipeline sheet.
- 3) Preparing OA in Tranzact.
- 4) Getting Details of Dispatch instruction from Customer.
- 5) Taking freight rates from the Transporter & arrange the dispatch
- 6) Preparing of Proforma Invoice.
- 7) Making Sale/Purchase/ Misc./ Payment & Bank Entries in Tally.
- 8) Preparing bills & Supporting documents of all sale & Submitting to Customer & Railways.
- 9) Also submit the Railway bills on IREPS site.
- 10) Follow-up for the Payment with concern Railway Liasoners & sharing the ledger to customer to release the payment
- 11) Executing all SIPL orders as per the checklist.

General Auto Electric Corporation

June 2021
September 2022

Office Assistant

- 1) Checking mails & reverting enquiries, queries.
- 2) Preparing quotations for the customer and forwarding the same.
- 3) Taking follow up for the new orders.
- 4) Receiving of orders - checking the rates as per the offer prices & preparing order acknowledgement in tranzact and mailing the confirmation of orders to the customer.
- 5) Preparing purchase order for trading items.
- 6) Coordinating with vendors for purchase bills.
- 7) Coordination with the customer for dispatch clearance.
- 8) Preparing proforma invoice in tranzact & sending to the customer.
- 9) Managing transportation - negotiating rates, arranging vehicles and being responsible for timely delivery of material.
- 10) Courier invoice and supporting documents to the customer.
- 11) Taking follow-up for payment.
- 12) Preparing railway bills with supporting documents & submitting through IREPS site and courier the same to the concerned railway department.
- 13) Scanning freight bills, making entries in excel & maintaining in the respective files.
- 14) Maintaining a performance statement.
- 15) Maintaining all purchase & sales records in excel.
- 16) Preparing and maintaining mis.
- 17) Execution of orders.

RADHIKA IMPEX, MUMBAI

August 2015
April 2019

Back Office Executive

- 1) Mailing.
- 2) Making Sales Invoice
- 3) Tracking Sales Orders And Follow Up For Dispatch On Time.
- 4) Managing Petty Cash On Daily Basis.
- 5) Making Salary And Conveyance Of Staff.
- 6) Purchase Bill Entries In Software.

PERSONAL INFORMATION

Birthday

July 24, 1997

Gender

Female

Marital Status

Married

Nationality

Indian



EDUCATION

B.Com

Kalina University of Mumbai
Marks

March 2020
71%

HSC

RBHS & Junior Collage
Marks

February 2017
61%

SSC

AGHS
Marks

March 2013
72%



EXTRA CURRICULAR ACTIVITIES

- Writing Short Stories & Quotes
- Crafting



DECLARATION

I, Sukanya Bhatkar, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

_____ Mumbai, Maharashtra.
Sukanya Bhatkar.