



AMRITA KUMARI

House number 126 Balwant nagar Near Gandhi
Road Thatipur, Gwalior (MP), 474002

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***Rio Machine Tools PVT. LTD Experience in: Accounting &
Purchase department (CNC Manufacturing Organization)***

Objective

To be the management position with Accountant & Purchase department so that I can utilize my experience, knowledge, skills, to fulfill the requirement of the organization a favorable work condition in the best possible manner.

Skills

- Relationship build
- Team work
- Leadership
- Creative & logical
- Personal solving ability
- Co-operative & keen observer
- Communication Skill

Professional Experience

Organization Name :- Rio Machine Tools PVT. LTD. (10 January 2020 – 28 February 2022)

➤ Accountant Experience:-

- Document financial transactions by entering account information.
- Verify, all documents related to account & transactions entries.
- Contributing to a strong client relationship through positive interactions with client personnel.
- Communicate with Director on work status and client issues that arise
- Prepare documentation related to accountant.
- Recodes all Clients Cheque and clear statements.
- Handling Tender Document.
- Handling Employee Salary Slip.
- Handling Tally ERP 9 Software.
- Handling Tax Invoice

- *Handling Company Bank documents: - Employee Salary Form, RTGS Form, Customer require ECS Form (Electronic Clearing Service) Credit Clearing; Net banking Application form, Company Cheque, Supplier and Customer Accounts Details.*
- *Daily communicate with higher management related to Company developments ideas and profit gain process.*

➤ **Sales Coordinator Experience**

- *Preparing Technical Quotation, Process Sheet, Proposals and Tender documents (Tender Feeding – BHEL, INDIAN RAILWAYS TENDER, GEM e Marketplace & EPROCUREMENT Portal.)*
- *Sales and Payment related follow ups*
- *Coordination with Factory/site, Erectors & Purchase Department.*
- *Managing e-mail ID of directors.*
- *Sending e-mails and other sales correspondence to concerned person.*
- *Sending couriers, and also taking follow-ups etc.*
- *Maintain Filing records and Excel Sheet in system and in hard copy*
- *Quotation Follow-ups TCR (Taking Confirmation Report)*

➤ **Purchase Department Experience**

- *Processing all paperwork relevant to the purchasing and receipt of goods.*
- *Forecasting Price trends and their impact on the business.*
- *Placing orders and monitoring delivery dates.*
- *Forecasting the future levels of demand for products.*
- *Maintaining and developing an approved suppliers list.*
- *Making Purchase Order and Received Order and Communication with supplier and Customer related to Payment terms, Materials dispatch Process and Satisfaction feedback.*
- *Making Quotation and Received Quotation Communication with Supplier and Customer related to payment terms, material & dispatch Process.*

Education Profile

Course	University/Board	Institute	Year of passing
<i>MBA</i>	<i>Jiwaji University</i>	<i>ITM Group of Institution, Gwalior</i>	<i>2020</i>
<i>B.COM</i>	<i>Jiwaji University</i>	<i>K.R.G. college Gwalior (MP)</i>	<i>2018</i>
<i>SSC/10th</i>	<i>Bihar School Examination Board</i>	<i>J C R Girls H/S Madhurampur, Rohtas Bihar</i>	<i>2013</i>
<i>HSC/12th</i>	<i>Bihar School Examination Board</i>	<i>R.K.S. inter College Dalmianagar, Rohtas. (Bihar)</i>	<i>2015</i>

Additional Skills

- Proficient in Microsoft Office (Word, Excel, and PowerPoint)
- TALLY ERP 9

Mini Project

- ✓ SIP Project: (summer internship project)
- ✓ GST work: GST Return Filed (GST R1 and GST3B)

Main Project

- ✓ Project Title: MRP
- ✓ Project Role: Team Leader

Industrial Visit

- ✓ Spring Factory. (MP Gwalior)

Training and Workshop Under Gone

- ✓ **Organization** : Jupiter industrial works, Thane.
- ✓ **Duration**: 45 days
- ✓ **Knowledge Gained**: Learnt about skill matrix, how to manage manpower, how to communicate with top management, daily plant review of all departments.
- ✓ **Organization** : Aakash institution Gwalior.
- ✓ **Duration**: 60 days
- ✓ **Knowledge Gained**: Learnt about how to communicate with Customer.

Workshop Training Certificate

- ✓ Intellectual Property Rights (IPR).
- ✓ Academy of digital marketing Professionals (ADMP).
- ✓ Campus 2Corporate workshop on soft skills and office Etiquette

Personal Profile

- **Name:** AMRITA KUMARI
- **FathersName:** HARENDRA RAY
- **Date of Birth:** 07-11-1998
- **Gender:** Female
- **Category:** GN
- **Marital Status:** Single
- **Language Known:** English & Hindi

Declaration

I hereby declare that all the details furnished here are true to the best of my knowledge.

Date: 2 FEB 2022

Name: AMRITA KUMARI

Place: Gurugram, Haryana

Signature: Amrita kumari