


RITIKA RUPESH NAGARKAR

Logistic Preshipment Executive

 E-404, Eastern winds, Qureshi Nagar,
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 ritika.nagarkar1@gmail.com

 9029636785

 02nd June, 1988

PROFILE

Highly reliable and focused Logistics Specialist with strong record of exemplary Customer service. Able to work independently with little to no supervision or as a team member. Adept at maintaining and updating multiple high-volume data resources in both paper and electronic forms.

CAREER

Apr 2019 – Present

CEAT Specialty Tyre Pvt Ltd. – Mumbai

Logistic Preshipment Executive

- Booking Export Order of US & UK in SAP
- Co-ordination with Export Customer for getting confirmation on Purchase Order Conversion of Purchase order to Sales order for production
- Follow-up with Production team for getting dispatch schedule. Raising Delivery Order for dispatching material.
- Preparing Export documents.
- Reconciliation of CHA/Vendor invoices for making payment.
Shipping Instruction and DEEC Against Daily Dispatched
- Making DO and Dispatched Documents of Bhandup Plant on daily basis. Update Carting file on the based of daily dispatched
- BL follow-up and update in carting daily basis.
- Order Updating, Processing and Conversion, Scheduling and No Mixing, Price maintaining.
- Follow-up with Vendor for Bills booking and ensure to done payment on timely Provision file on Monthly basis after completion of bills booking.
- License wise Sales Report on
Monthly basis IRN Generation
Report on monthly basis SVC report
on monthly basis
- Sharing backorder and dispatch report on every Monday/Weekly basis
Resolve customer query as on when require.
- Sharing Shipping documents to customer.
- Sharing Outstanding payment Report to customer on weekly basis.

Jul 2017 – Apr 2019

Principal Asset Management Company Pvt Limited – Mumbai

Accounts Executive

- Organized and prioritized work to complete assignments in a timely, efficient manner. Fully engaged with team members to achieve the highest levels of productivity.
- Monthly GSTR-1 and GSTR-3B return filing of all over India Reconciliation of GSTR-2A To make journal Entries
- Help to assist in closing activities

Apr 2011 – Dec 2015

Emerson Network Power (I) Pvt. Ltd. – Mumbai

Sales tax officer

- Navi Mumbai Cess Reconciliation monthly
- Monthly CST & VAT Payable Reconciliation of All over India VAT on Purchases Reconciliation monthly
- To prepare & upload monthly on-line payments Supplier Reconciliation
- To prepare Debit/Credit Notes of differential taxes monthly on customers
- Is a team leader of 3 C form collection Executives & Responsible for their performance and achievement of targets of the team to senior management
- To apply online for E-I, E-II, F, H Forms & C form

Jul 2009 – Mar 2011

Oriental Residency Hotel Pvt.Ltd – Mumbai

Account Assistant

- Payment collections from customers Vendor Reconciliation
- Maintain records of sales bills and purchase bill in tally ERP Make payment of vendors and cash receipt of customers Handled petty cash
- Bank Reconciliation
- Organized and prioritized work to complete assignments in a timely, efficient manner.

Jan 2008 – Jun 2009

Reliable Associates CA Firm – Mumbai

Executive Assistant

- Worked well independently and on a team to solve problems.
- To make journal entries in TALLY i.e.: Purchase / Sales / Receipt / Payment Online application of Form C / E-I
- Worked with honesty and integrity every step of the way.

EDUCATION

Jan 2007 – Mar 2008	Pendharkar College – Mumbai Bachelors in Commerce Pass Class with 63%
Jan 2004 – Mar 2005	Maharshi Dayanand College – Mumbai HSC Maharshi Dayanand College
Jan 2002 – Mar 2003	Shardashram Vidhyamandir – Mumbai SSC First Class with 72.53%

LANGUAGES

English	★★★★★★
Hindi	★★★★★★
Marathi	★★★★★★

SKILLS

Decision Making	Decision making at critical situation
Microsoft Office	Advance excel, PowerPoint, Word.
Ability to Multitask	Can work with Multiple task as same time
Fast Learner	Fast Learning skill with ongoing job

INTERESTS

Reading and Travelling and cooking