

# DEVENDRA SINGH

D.O.B.: 19-July-1989

Nationality: India

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# OBJECTIVE

To pursue a challenging and motivating career that encourages continuous learning. Secure a responsible career opportunity to fully utilize my skills and knowledge while making a significant contribution to the success of the company.

# EDUCATION

**Bachelor of Art** from Kumaun University Nainital Uttarakhand, India

**Diploma** in Certified Business Accountant Course from NITS IT College Neemrana Rajasthan

# LANGUAGES

**English –** Excellent reading, writing and speaking.

**Hindi –** Excellent reading, writing and speaking.

# SPECIALIZED SKILLS

* + - Excellent interpersonal and communication skills
    - Multi-tasking abilities with proficiency in organizing and managing different tasks.
    - Operating good knowledge of MS Office (Word, Excel, Outlook and Power Point, Internet).
    - Worked on Financial Accounting software Tally 9, and ERP Software & Oracle.
    - Expert knowledge of handling Logistics and Warehouse Management
    - Import-Export & Logistics Management, Coordinators, Operations, Documents Management, Transportations, Warehouse Management, Inventory Management, Project Management, Billing, MIS Reporting, Data Analyst, Vlookup, Hlookup, Pivot Table, Index, Advance Excel, google sheet, macros, Tally ERP & Oracle etc.

# PROFESSIONAL EXPERIENCE

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| **Current Organization:** | **Duration** | **Designation** |
| **Intuitive Commerce Pvt Ltd** | **January 2020 to Till Date** | **Operation Executive** |

* Documents Management of imports like Check list, BoE, MAWB, CHA invoices, LC, BG, import invoices, Custom duty, CFS Charges, DO charges, transportations charges & Waybill etc.
* Responsible for preparation of MIS reports, as required by the Company.
* Update mis report for monthly basis & tracking qty import and sales qty.
* Check sales & Purchase data and analysis using Pivot table, Vlookup & advance Excel.
* Coordination with clients and sells regarding dispatch imports and exports on daily basis.
* Tracking and dispatch of the original documents.
* Maintain the goods inventory imports and sells.
* Prepare sales & Purchase data for GST return file & download the GSTR2A from portal and match with master data.
* Upload the sales & Imports data from software and analysis the correct data by item wise qty, GST rates, HSN code, taxable amount etc.
* Processing purchase orders the customers & indent for the materials as per user requirement specification and purchase bills entry in system and generate the GRN copy.
* Responsible for all Warehouse operations like materials receipts, storage, issues, dispatches and inventory control etc.
* Order processing and invoicing as per Indents/Allocations, to complete the paper work and follow-up with the transporter.
* Arrangement and check Road Permits for smooth goods movement. Responsible for answering customers queries and solving problems.
* Effectively monitor & analyze the supplies to customer against indents/allocations. Ensure cost effective- efficient transportation planning for delivery and taking action to avoid any demurrage charges.
* Co-ordination with CHA, warehouse / HO for Documents & timely delivery of goods at Warehouse and brief them of the stock status on daily basis.
* Check and monitor stocks regularly and for shortage of any product, report to Plant / HO for timely arrangement of goods.
* Physical verification of stocks on monthly basis and to check & monitor near expiry/breakage stocks at Warehouse level.

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| **Previous Organization:** | **Duration** | **Designation** |
| **Eon Electric Ltd.** | **July 2017 to Dec-2019** | **MIS Executive** |

* Worked in Tender Department LED Street Lights and Solar Street Lights projects.
* Making all kind of billing in Tender Department like supply, transportation, service, STV, by Oracle newton software BMS, MIS & ERP.
* Following the teams of projects engineers and technician on daily basis regarding materials, installations, bills verifying by project representative and Municipal Council and defective materials return to plant & generate the E-waybills on daily basis.
* Update the daily / weekly / monthly MIS reports, project wise installations report and billing details.
* Coordination to Plant, warehouse, transporters, contactors for materials loading, unloading, pickup, dispatches and stock transfer through calls and mails.
* Day-to-Day recording and analysis of stock movements from the warehouse to delivery location.
* Maintain all details of service level Documents and agreement, Invoices with clients & Vendors.
* Updating the project trackers & Dashboard report presenting it to the concern Department.
* Updated the Daily Survey & Installations report for ongoing project in Himanchal, Jodhpur, Ajmer, Jaipur Street light, Ajay Solar Project, Solar CSR project under the Energy Efficiency Services Ltd.
* Coordinate with vendors, clients for bills and payment, ensuring bills are paid on time as per credit period and coordinate the finance department for vendor’s bill processes and verify all bills as per LoA.
* Coordinate with IT department for add the new Item code, HSN code,

vendor code, rate updating and resolving commercial issues in our Billing system.

* Enter all vendors purchase bills in system and generate the GRN copy and Submission with POD`s in finance department.
* Download the Tender from UPNEDA, PAN INDIA & EESL site after Arrange the all kind of documents for E- Tendering company personal documents like The Trade Marks Certificate, Incorporation certificate, Manufacturing license, Power OF Attorney, Annual Report, MSME, Pan Card, GSTN as per state requirement.
* Prepare the documents Tender Bidding Catalogues, Pervious orders, completions certificate, Test report from R&D update the BOQ & Submitted the online also coordinate to internal department for DD, Bid Price, EMD & BG amount.
* Verify all projects documents for client like survey letter, MLA List, Daily installations sheet, completion Letter, and Maintenance certifications letter.

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| **Previous Organization:** | **Duration** | **Designation** |
| **M3M INDIA PVT LTD.** | **Aug-2015 to Jul-2017** | **DMS Executive** |

* Have worked on Newgen Technology software of (DMS) Omni scan & Omni Docs.
* Acknowledgement the documents files wise Barcode and move for scanning.
* Following Scanning team & Documents Indexing, uploading on the Software and check the Quality Control.
* Knowledge of HR, Accounts, Taxation, Sales, Real Estate Documents Sale Deed, Collaboration Agreements, Lease Agreement, Bank Guarantee, License and Development Right Agreement & SPA, NOC, Customer Agreement, Addendum, Allotment Letter, Remainders, Pre cancellation, Transfer Set etc.
* Update the daily payment collection on portal and prepare MIS report Weekly & Monthly basis.
* Coordination with customer for meeting & payment reminder and ensure to rider for payment or document collection.
* Follow to IT department for error issue on Document’s software system.
* Produce reports, presentations, and briefs as and when required, report and escalate to management as needed.
* Assisting in the preparation of documentation based on templates or previous deal documents, downloading, reviewing, collating, and indexing documents for relevance and/or privilege.
* Highlight complex areas of concern to seniors & scanning teams, provide inputs for action planning and take corrective.
* Prepare final analysis results or output files in visual dashboards based and Creating MIS & Reports on Daily Basis.
* Following the logistics for move the physical documents in warehouse and arrange the transportations documents.

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| **Previous Organization:** | **Duration** | **Designation** |
| **Next Gen Paper Solutions Pvt Ltd.** | **May 2014 to July 2015** | **Operation Executive** |

* Working on Manpower Project to Identify United foods Finance Related Document (Acknowledgement)
* Analysis the Documents and Barcoding.
* Indexing the Documents
* Scanning the Documents with coordinate to the scanner Boys.
* Uploading the documents to the client.
* Creating MIS & Reports on Daily Basis.
* Working the Excel Sheet to check the Quality Control.
* Visit to client office with Labor and Vehicle for documents pick & drops.
* Make all Reconciliation Process end of Month.

# OTHER INTERESTS

Playing Cricket, Watching Games, Running, Solo Trip, Adventures, River Rafting etc.

**THANKS, DEVENDRA SINGH**