

CURRICULUM VITAE

OM JOSHI

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Objective

Six Years MBA graduate seeks an Middle level position in a successful yet growing organization where skills such as Data processing & presentation development can be applied in a real-world corporate setting.

Professional Experience

1. Worked in Growthworkz India Pvt Ltd as Ecommerce Manager.
2. One year working Experience in Daze Digital Pvt ltd Gurugram, as Sales Data Analyst.
3. One & half year working Experience in Speed Telecom, Noida as Operational Manager.
4. Three Years working Experience in Shree Hari Overseas Pvt. Ltd, New Delhi in Sales accounting process.
5. Two & half years of working experience with Tata Teleservices Ltd in Delhi Circle, as Senior Executive-Access Function.
6. Three years of working experience with Reliance Communication in Haryana Circle as Commercial Executive.

PROFILE IN Growthworkz India Pvt Ltd: (From October 2019 to May2020)

1. Coordinate with cross-functional teams on execution of brand, marketing and E-commerce activities.
2. Monitor sales, promotions, marketing and social media programs, and activities over digital platforms.
3. Implement customer retention and loyalty programs.
4. Coordinate order processing, delivery and Returns of customer orders.
5. Implement new business collaboration initiatives.
6. Track and report business outcome of data-driven insights.
7. Provide specialized knowledge and insights on the development of technology strategy and roadmap.

PROFILE IN Daze Digital Pvt Ltd: (From December 2018 to September 2019)

1. Managing for Proper Invoicing for both online & offline mode.
2. Handling Various scheme calculations
3. Offline & Online debtors Reconciliation's.
4. Prepare Reports (MIS) for internal & external audiences related to Sales.
5. Handling the Stock movement activities

PROFILE IN SPEED TELECOM: (From January 2017 to August 2018)

1. Responsible for collection, organizing & Interpretation of Sales Data.
2. Responsible for Proper Invoicing & Implementing Debt Control System.
3. Responsible for smooth Operation of SCM (Supply chain Mgmt)
4. Identify, analyze, and interpret trends or patterns in complex data sets.
5. Prepare Reports (MIS) for internal & external audiences for Sales Accounting & completing Obligatory Compliances.
6. Handling Various Online Portals for fetching orders, inventory updating, product uploading etc
7. Responsible for Smooth Warehouse Operations & provides support to all online marketing strategies.

PROFILE IN SHREE HARI OVERSEAS PVT. LTD.: (From Mar 2014 to Dec 2016)

1. Responsible for Invoicing for Sales/Transfers of Stock.
2. Issuing Credit/Debit Notes to Vendors/Parties.
3. Regular follow-up's for Issue/Collection of F-form, C-Form etc from other parties.
4. Data management for Bank Reconciliation, TDS Valuation, VAT payments.
5. Manage Warehouse Distribution & Inventory Management.
6. Maintaining MIS for Sales Analysis & Constant flow of Sales accounting figures in running system.

PROFILE IN CLAY TELECOM PVT. LTD.: (From July 2013 to March 2014)

1. Ensure correct Invoicing to the customer & timely collection of their due payments.
2. To maintain the proper records and invoices of stock movement from location to central warehouse & vice versa.
3. Responsible for ensuring the availability of required Prepaid & Postpaid stock in the territory.
4. Acting relationship manager with corporate clients & leading top travel agents for promoting the business.
5. Trained Channel staff regarding latest offers & Plans & monitoring their knowledge time on time basis.

PROFILE IN TATA TELESERVICES LTD.: (From May 2008 to Jan 2011)

1. Collection, Verification & Reconciliation of Vendor Invoices & Accounts.
2. Creation of Purchase orders for various projects coming under Access Function.
3. Ensure to close down the Billing/Reconciliation related SR's within SLA time period.
4. Keeping up to date records of channel partner's Invoices with regular interactions with respective function.
5. Assist in Audit process of channel partners/Vendors.
6. Day End/ Weekly/ Monthly Reporting MIS to Corporate Office- Mumbai.

PROFILE IN RELIANCE COMMUNICATIONS LTD.: (From June 2005 to May 2008)

1. Invoicing & Banking transactions through SAP.
2. Vendor Reconciliation & Bills processing.
3. Maintaining daily journal vouchers.
4. Supervising CAF Management.
5. Keeping up to date records of all accounting transactions.
6. MIS data Management.

Projects:

1. Completed Yellow Belt projects on Retrieval Management & reducing voluntary Churned No's for Delhi/NCR.

Skills Acquired

1. Have the ability to plan, organize, and structure work.
2. Highly skilled in Excel, Word, and other word processing software programs.
3. Showcase good analytical and evaluative skills in tasks.
4. Showcase good written and oral communication skills.
5. Ability to multitask.
6. Have good interpersonal skills.

Professional Qualification

1. Masters in business Administration (MBA) from Kurukshetra University Kurukshetra (Haryana) in Finance & Marketing
2. Post-Graduation Diploma in Computer Application (PGDCA) from Kurukshetra University Kurukshetra (Haryana)
3. Graduation in B.Com (Computer Application) with Cost Accounting, Financial Accounting, Income tax With Computers Languages from Kurukshetra University (Haryana)
4. Senior Secondary completed in Commerce from CBSE Board.
5. Matriculation completed from CBSE Board.

Personal Profile

Father's Name	-	Sh. Maya Prakash Joshi
Date of Birth	-	20 th Dec.1984
Languages Known	-	English & Hindi
Marital Status	-	Unmarried
Last CTC	-	4.20 p.a

Dated:
Place: Noida

(Om Joshi)