

Lata Nair.**Present Address:**

306/B, Shree Krishna Complex
Navghar Fhatok Road
Bhayander (East)
Thane:401105

Contact Details:

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Mobile – 8450930222

Overview:

- Excellent exposure to manage back office operation and accounts for organizational satisfaction.
- To Work, learn and develop in a profession environment and contribute to the achievement of organizational goals.
- Open for a challenging work, which would take me one step ahead in learning throughout my life.

Experience Details:

Organization: Indian School of Business Management & Administration.
Designation: Personal assistant cum Admin executive
Joining date: From 8th March, 2021 – till date

Job Profile:

Personal assistant cum Admin executive

Key Responsibilities: (Personal Assistant)

- Organize the Director Cabin and desk.
- Maintain the Director To-Do Lists and maintain confidentiality.
- Adept in calendar management, updating schedules, handling meeting requests judiciously, organizing agendas, resources and keep meetings on track.
- Be the first point of contact for everyone who wishes to meet with the Director.
- Ensure a warm and welcoming experience for the guests who meet the Director.
- Participate in meetings to take notes, or transcribe meeting notes, with follow-up action and coordination with internal teams.
- Facilitate travel, dining, hotel and other logistical arrangements for Director and guests.
- Support in the preparation of administrative documentation, including reimbursements.
- Managing systematic storage of the corporate reports.
- Proactively assist in office administration and employee engagement as and when required.
- Coordinate executive communications, including taking calls, responding to emails and interfacing with operations team.
- Working closely and effectively with the Director to keep him well informed of upcoming commitments and responsibilities, following up appropriately.
- Manage professional and personal scheduling for the Director, including agendas, mail, email, calls, travel arrangement, client management.
- Coordinate and schedule travel, meetings, and appointments.
- Managing email communication (take dictation, draft letters)
- Ensure that the data/ to be presented by him is submitted on time and is accurate for further representation or decision making or consideration.
- Respond to and resolves administrative inquiries and questions.
- Review operating practices and implement improvement where necessary.
- Conducting or preparing any research that the reporting director may require
- Devising and maintaining office systems, including data management and filing;
- Producing documents, briefing papers, reports and presentations.
- Deputizing for the manager, making decisions and delegating work to others in the Director's absence;

Key Responsibilities: (Admin & HR Dept)

- Checking all AMC of office equipment.
- Liaising with Housekeeping staff.

- Preparing & Handling process related to New Joinee.
- Agreement tracking (quotation comparison , proposal for agreement , preparing draft for agreement : new agreement , renew or extension)
- Liaising with clients, suppliers and other staff on behalf of Director.

Organization: Chemtronics Technologies India Pvt Ltd.,
Designation: Manager Operation & Commercial
Joining date: From 1st June, 2019 – 19th November 2020

Job Profile:
 Manager Operation & Commercial

Key Responsibilities: (Commercial & Operation Dept)

- Commercial Evaluation of Purchase order received from Client. Order Acceptance to client.
- Raising Proforma Invoice and payment follow-up with clients.
- Debtor Management, Fund management.
- Making NDA & Agreement with Channel partner.
- Dealing with Bank for Inward and foreign Remittance and all other operation related with Bank.
- Preparing SOP for various departments.
- Handling all Statutory Compliances.
- Keeping tracks of all utility and tax payment.
- Prepare Sales Register, Debtor list, Dispatch Planning sheet. Project & Product Costing.
- Coordination with Internal team (sales/project/service/store & assembly) on previous and existing project
- Supporting team in making quotation.
- Coordination with Client before dispatch and after dispatch.
- Arrangement of travel itinerary for service and project team for installation.
- Handling all Import Shipment and Export Shipment as per requirement.
- Liaisoning with account department for all receivables and payable.
- Making & Reporting Weekly and Monthly reports to Seniors and Management.

Key Responsibilities: (Purchase Dept)

- Check required items as per BOM & with Store department
- Collecting quotations, negotiating the prices and other terms & condition from vendors.
- Raising the purchase order and sending to vendor through email.
- Checking and finalizing bill submitted by vendor.
- Preparing the comparative chart forever material finalizing the rate and quantity and getting timely approval.
- Interact with the suppliers on a day to day basis and track the status of any orders.
- Support and coordinate with the various departments particularly with accounts with ease payment of vendor
- Handling Vendor Registration & vendor evaluation.
- Preparing creditor list.
- Liaise between suppliers, manufacturers, relevant internal departments and customers.

Key Responsibilities: (Admin & HR Dept)

- Keeping record of visitors muster and update the same.
- Update and check daily attendance register. Maintaining leave records of staff.
- Checking all AMC of office equipment.
- Liaisoning with Housekeeping staff.
- Preparing and Disbursement of Salary.
- Preparing & Handling process related to New Joinee.

Organization: Yogi Exports (Export Trader deal in Plastic Industry)
Designation: Purchase Cum Marketing executive
Joining date: From 10th May 2013 – 31st May 2019:

Job Profile:
 Purchase Cum Marketing executive

Key Responsibilities: (Purchase Executive)

- Raising the purchase order and sending to vendor through email.
- Collecting quotations, negotiating the prices and other terms & condition from vendors.
- Checking and finalizing bill submitted by vendor.
- Preparing the comparative chart for ever material finalizing the rate and quantity and getting timely approval.
- Preparing MIS report as per Management requirement for outstanding payment of overseas customer.
- Interact with the suppliers on a day to day basis and track the status of any orders.
- Negotiated shipping rates with all suppliers, including Steam Ship lines, airlines, consolidated trucking companies, etc.
- Support and coordinate with the various departments particularly with accounts with ease.
- Liaise between suppliers, manufacturers, relevant internal departments and customers.

Key Responsibilities: (marketing executives)

- Raising the Quotation & Proforma Invoice and sending to customer through email.
- Listening to customer requirements and presenting appropriately to make sales.
- Maintaining and developing relationships with existing customers in person via calls and mails to prospect for new business
- Responding to incoming mails and phone queries
- Acting as a contact between company and its existing and potential markets
- Negotiating the terms of agreement and closing sales
- Gathering market and customer information
- Recording sales and order information and sending copies to the sales office or entering into a computer system
- Making accurate, rapid cost calculations and providing customers with quotations
- Attending team meetings and sharing best practices with them.

Key Responsibilities: Exports Documentation Executive

- Preparing Pre & Post Shipment documents.
- Preparing Custom Invoices, packing list as per Proforma given by sales department, preparing Annexure I, II, III IV & Export Annexure A for duty drawback.
- Preparing commercial Invoice for customer, and sending scan copy to them together with BL or AWB copy. Also arrange for pickup or for courier of the documents to the customer.
- Preparing CT1 for CENVAT . Also maintaining record of cenvat credit.
- Preparing Gr for EBRC after receiving the payment from the customer. Co- ordinating with bank for payment and GR , Ebrc.
- Co-ordinating with the warehouse for dispatch of the consignment.
- Co-ordinating with CHA for landing certificate, EP copy.
- After receiving the copy of all ARE1 & EP copy preparing Proof of Exports and send it to the excise agent. And after receiving Proof of Exports courier it to related supplier.
- Preparing documents for DGFT procedure for MEIS Licences etc., and submit to agent.

Previous Experience Details:

Organization: Atharv Enterprises
Designation: Jr.Accountant cum back office assistant
Joining date: From 2nd Feb 2009- 31ST Oct 2012.

Job Profile:

- Backend and Accounts Operations

Key Responsibilities: (Back End)

- Preparing MIS Report of monthly sales bills.
- Preparing quotation and proforma invoice .

- Solving vendor queries and giving them appropriate solution.
- Quality closures of requests and complaints, achieving Quality benchmark.
- Reconciliation of outstanding bills .

Key Responsibilities: (Jr.Accountant)

- Recording accounting financial entries in Ramco.
- Responding and sending mail to the vendor and client regarding account.
- Placing order for material and recording purchase.
- Prepared organization payroll record.
- Managed cheque collection and maintain a weekly report of collection and payment.
- Calculating TDS,Excise duty,VAT,Service tax and CST.
- Handling Daily petty cash account.
- Assisted the Senior Accountant in internal audits of accounting process.

Organization : Intrepro Resource Management Service Pvt Ltd

Organization : HDFC Bank and CBOP Bank.

Designation : Back office and account assistant

Joining date : From 1st Sept 2006 to 21st Oct 2008

Profile: back office/account assitant

- Reconciliation of outstanding bills in finacle
- Tallying internal mirror a/c(other assets and other liabilities) in finacle.
- Checking nostro a/c with finacle and LCUP.
- Responding and sending mail to Traggers and branches redarding outstanding bills.
- Tracking ofcancellation as parked in receiveable/payable
- Checking forward deals maturing on due date and passing necessary entry
- Daily monitoring of all transaction in core banking system finacle and LCUP treasury system
- Verifying Suppliers Invoice of Corporates Offices and making payments.
- Capitalization of Fixed asset(OBI) of all branches and corporate office.
- Checking travel, lodging and boarding expenses vouchers.
- Checking TDS calculations,Service tax,of direct invoice of branches.
- Handling petty cash account.
- Assisting in branch development activities.

Organization : Technimont ICB Pvt Ltd.

Designation : Receptionists-cum-operator-Front Desk Executive

Joining date : From 15th June 2005 to 30th July 2006

- Maintaining Internal & External Telephone Directory.
- Answering Calls-incoming/guest/overseas.
- Booking Trunk Calls for Sr.Executives

Organization : HBL Global.

Designation : Tele Sales Executive.

Joining date : From 15th June 2004 to 20th May 2005

- Tele-marketing for personal loans.
- Fixing appointments of sales executive and customers.
- Giving details about new plans and schemes.

Organization : Hongkong & Shanghai Banking Corporation Ltd.

Designation : Customer Service Executive

Joining date : From 27th June 2003 to 21st May 2004

- Liasing with customer for banking needs,investment relted queries
- Liasing with Mutual funds for obtaining a/c statement,checking whether investments/redemption have gone through.
- Actioning of new investments & redemption based on customer instructions.

Worked on the Following Systems:

- **Ramco and Finacle:** for passing necessary entries for HDFC and CBOP.

Educational & Skill Details:

Name of Institution	Board /University	Exam Passed	Year of Passing
S.N College	Mumbai University	B. Com	2003
Lokmanya College	Maharashtra State Board	HSC	2000
Divine Hymn	Maharashtra State Board	SSC	1998

Currently pursuing below course:-

Ecced & Preschool Management from Safal Institute.

Computer Skills:

MS Office (Word, Excel, Power Point), Internet browsing skills
English Typing course with 40 W.P.M

Personal Details:

Date of Birth : 10th May 1982
Marital Status : Married
Nationality : Indian
Languages Known : English, Hindi and Marathi
Hobbies/Interests : Listening to Music, Watching Television

Lata Nair.