

KAJAL NANERA

CAREER OBJECTIVE: -

To be a part of an organization where I can fully utilize my skills and make a significant contribution to the success of the employer and at the same time my individual growth.

ACADEMIC QUALIFICATION: -

EXAMINATION	UNIVERSITY/BOARD	CGPA / PERCENTAGE	YEAR OF PASSING
B.com (E.M)	VNSGU	5.63 CGPA	SEPTEMBER,2020
HSC 12 TH	GSHSEB	68.27%	MARCH,2016
SSC	GSHSEB	65.67%	MARCH,2014

PROFESSIONAL SKILLS: -

- Tally Prime
- Sangam CRM
- Gem Portal / E-procurement
- MS PowerPoint
- MS Excel
- MS word
- Gmail
- Data visualization
- Basic technical knowledge regarding HVAC product

PERSONAL SKILLS: -

- Leadership and Team-work.
- Opportunity seeker.
- Ability to learn, apply and create a new concept.
- Confident, self-learning and thriving to improve
- I am sincere, hardworking and organized person
- Time management skill
- Collaboration
- Attention to detail
- Able to work independently and within a team

EMPLOYMENT HISTORY: -

- ✓ **Account & Logistic Executive at Omeel Coils Pvt Ltd: October 2022 - Present**
 - Financial statements reconcile on time.
 - Ensure accurate and appropriate recording and analysis of Revenues and Expenses.
 - Maintains Accounting Receivables & Accounts Payable.

- Keeping track of all payments and expenditures, including payroll, purchase orders, invoices, statements, etc.
 - Reconciling processed work by verifying entries and comparing system reports to balances.
 - Maintaining historical records.
 - Paying employees by verifying expense reports and preparing pay checks.
 - Paying vendors by scheduling pay checks and ensuring payment is received for outstanding credit.
 - Responding to vendor enquiries regarding finance.
 - Preparing analyses of accounts and producing monthly reports.
 - Continuing to improve the payment process.
 - Bank Reconciliation - Current account and cash credit accounts.
 - Complete basic accounting processes like Journal entries- Sales, Sales SEZ - Unit, Purchase, Advance Performa invoice, Performa Invoice etc.
 - Procedure of PBG or APBG after receiving Purchase Order.
 - Compute taxes and prepare tax returns & adjustments as required. GSRT1, GSTR3B.
 - Coordinate and monitor supply chain operations.
 - Recruit and coordinate logistics staff (e.g. truck drivers) according to availabilities and requirements.
 - Communicate with suppliers, retailers, customers etc. to achieve profitable deals and mutual satisfaction.
 - Plan and track the shipment of final products according to customer requirements.
 - Prepare accurate reports for upper management.
- ✓ **Sales Coordinator and Tender Executive at Omeel Coils Pvt Ltd: Sep 2020 – Sep 2022**
- Explaining briefly about the products and services to the clients.
 - Preparing Quotations and handling clients through mail.
 - Monitoring Business Prospect from pre-tendering stage to submission of final offer. (GeM Portal)
 - Procedure of PBG or APBG after receiving Purchase Order from GeM.
 - Coordinate with clients during the project enquiries and also internal coordinate with sales, design & production department.
 - Presenting internal reviews to management to obtain approval for proposals.
 - Managing the handover to the project/purchase team after award of a contract.
 - Managing And Organizing Various Documents, Files, And Records, Both in Physical and Electronic Formats. This Includes Creating and Maintaining Databases, Spreadsheets, And Other Data Management Systems.
 - Managing and handling product related queries.
 - Taking follow up of the clients.
 - R n D of Clients and approaching them via mail for our products.
 - Maintaining work related documents and reports and all relevant documentation.
 - Entering and updating data into company databases or other information systems accurately and efficiently. this may include customer information, financial data, inventory records, or any other relevant data.
 - Facilitating communication and coordination between different departments or teams within the organization. this may involve relaying information, forwarding messages, and ensuring smooth flow of communication.

- Maintaining records of various transactions, documents, and processes. this may include maintaining employee records, financial records, vendor contracts, or any other relevant documentation.
- Ensuring compliance with company policies, procedures, and legal requirements. this may involve maintaining confidentiality, adhering to data protection regulations, and following internal guidelines.
- Collaborating with other team members, supervisors, and colleagues to achieve organizational goals, share information, and provide support as needed.

HOBBIES: -

- Listening music
- Nature identification
- Travelling
- Volunteer Work

PERSONAL INFORMATION: -

Name : - Kajal Nanera
Date of Birth : - 8th August 1999
Address : - 734, Vraj Nandini Residency, V-1, Kamrej, Surat.
Language Know : - English, Gujarati & Hindi
Marital Status : - Single
Email I'D: : - kajalnana99@gmail.com
Mobile No: : +91-96623 36538

DECLARATION: -

- I hereby declare that above mentioned information is true to the best of my knowledge.

Kajal Nanera