

Curriculum Vitae



Atul Anand

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CAREER OBJECTIVE

To select a career which tune in with my aptitude and ability, a job that ensures me dignity, challenges, motivation and upward mobility, to work for the mission statement of the company and deliver its requirements by utilizing my skills and knowledge by adding value to the organization.

ACADEMIC QUALIFICATIONS

❖ B. Com from T.M.B.U (2011-14) - Munger

WORK EXPERIENCE

Company : Asian Paints Ltd.	November 2022- Till Date
Designation : Commercial Executive	
Department : Commercial	
Company : Asian Paints Ltd.	August 2020- November 2022
Designation : Purchase Executive	
Department : Purchase & Store	
Company : ITC Ltd. Foods Division,	September 2018- August 2020
Designation : Office Associate	
Department : Purchase & Store	
Company : ITC Ltd.- Cigarette Division,	November2016 - August 2018
Designation : Office Associate	
Department : Accounts	

AREA RESPONSIBILITY AT ASIAN PAINTS LTD. COMMERCIAL DEPARTMENT.

- ❖ Handling end to end Negotiations & Purchases.
- ❖ Creating Purchase and Service Requisition in SAP.
- ❖ Creating Purchase and Service Order in SAP.
- ❖ Inventory management.
- ❖ Stock Taking.
- ❖ Monitoring Operations.
- ❖ Vendor Code creation.
- ❖ Statutory Compliance.
- ❖ Warehouse Safety.
- ❖ OCT (Order Cycle Time) Analysis.
- ❖ Creation of Agreement.
- ❖ Creation of AMC and ARC.
- ❖ CFA Handling.
- ❖ Vehicle and route planning.
- ❖ Invoice Processing.

AREA RESPONSIBILITY AT ASIAN PAINTS LTD.

- ❖ Handling end to end Negotiations & Purchases.
- ❖ Creating Purchase and Service Requisition in SAP.
- ❖ Creating Purchase and Service Order in SAP.
- ❖ Inventory management.
- ❖ Issuing of materials.
- ❖ Procurement Planning.
- ❖ New vendor development.
- ❖ Preparing Approval Notes for AMC & ARCs.
- ❖ Data Analysis & day to day report related to department.
- ❖ Preparing MIS reports.
- ❖ Bill processing in SAP: - Processing all types of Bills related to Service & Purchase.
- ❖ MRP handling.
- ❖ Generating Gate Pass and Delivery Challan
- ❖ Stock Taking.
- ❖ Compliance of Safety requirements.
- ❖ PID posting.
- ❖ Tracking of Vendor Payment.
- ❖ Vendor assessment.
- ❖ Material procurement as per user requirements.

AREA RESPONSIBILITY AT ITC DAIRY PLANT.

- ❖ Handling end to end Negotiations & Purchases related to department.
- ❖ Preparing Approval Notes for AMC & ARCs.
- ❖ Collecting Necessary Documents from vendors for initiation of vendor code creation.
- ❖ Creating Purchase Requisition in SAP.
- ❖ Bill processing in SAP: - Processing all types of Bills related to Service & Purchase.
- ❖ Handling end to end Negotiations & Purchases related to department.
- ❖ Data Analysis & day to day report related to department.
- ❖ Preparing Month End Report.
- ❖ Statutory Compliances Report (Engineering Department).
- ❖ Inventory Handling.
- ❖ Generating Gate Pass and Delivery Challan.
- ❖ Employee Leave Data and Compliance to Shift Schedule.
- ❖ Tanker Tracker Report and Daily Production Report.
- ❖ Material Issuance in SAP from engineering store, Issuance entry for spares, chemical i.e. HCL and HSD.
- ❖ Records of engineering department.

AREA RESPONSIBILITY AT ITC CIGARETTE DIVISION

- ❖ Bill Handling: - Handling all types of Bills (service, Purchase, Freight, Direct bill, Travels bill).
- ❖ Handling Gate pass system.
- ❖ Arrangements of events.
- ❖ Making Report in Excel and Power points.
- ❖ Procurement of materials as per user requirements.
- ❖ Handling End to End stock verification.
- ❖ Doing GRN & Bill Entry in SAP.
- ❖ Purchasing of materials.
- ❖ Creating Purchase and Service requisition in SAP.
- ❖ Generating Purchase and Service order.
- ❖ Checking Stock from SAP and verification of Inventories.
- ❖ Shipment Tracking and stock update.
- ❖ Invoice checking (GST invoice of Cigarettes, WMS, Spares, Cut Tobacco etc.).
- ❖ Generating E-Way Bill (Intra-State and Inter-state).
- ❖ Generating Gate Pass and Delivery Challan.
- ❖ Invoice Processing in SAP (Bill receipt and voucher processing).

COMPUTER PROFICIENCY

- ❖ Proficient in MS Office & Internet.
- ❖ English typing (35 WPM).

PERSONAL DETAILS

Father's Name : Rakesh Kumar Gupta
Date of Birth : 01/08/1994
Nationality : Indian
Marital Status : Married

DECLARATION:

I hereby declare that above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Place: - Greater Noida

Date: -

Atul Anand
(Signature)