

SURENDRA

(Administrative Assistant)

Location Preference- New Delhi



House No 43 Block B-2 Near State Bank Of India Road

Sultan Puri New Delhi-110086

Mobile 9958975349

Email-ID SurendraMendha1994@gmail.com

Career Objectives

To work in challenging and creative environment and contribute towards the goal of the organization.

Qualification

- 2012-2015-**Bachelor of Commerce (B.Com)** From Shivaji College University Of Delhi With 73 % (1825/2500) Marks
- 2012-**Intermediate (12th) Commerce** From Govt Boys Sr. Sec. School (CBSE) Sultan Puri Delhi With 67.8% (339/500) Marks
- 2010- **Matriculation (10th)** From Govt Boys Sr. Sec. School (CBSE) Sultan Puri Delhi With 72.8% (7.6) CGPA

Personal Skills

- Computer Literate: Proficiency in MS Word, MS Excel, Power Points, Network & internet, E-Mail, Basic Computer Course (BCC)
- Typing Speed English :35 WPM
- Language Known: Hindi, English
- Six Months Training computer and internet from **VSSD** Associated with TATA POWER DELHI DISTRIBUTION LTD (N.C.T. DELHI)
- SAP B1 ERP 9.2 (**Systems Applications and Products**)

Professional Experience

- January 2018 to July 2020 as **Administrative Assistant** in Color Avenues (Asian Paints Home Solution) New Delhi (2 Years ,7 Months)

Duties and Responsibilities

- **SAP B1 ERP 9.2 (Systems Applications and Products)** Software Transaction,
- Day to day Booking of Customer Painting Estimates ,
- Accounts Receivable Down Payment/ Incoming Payments/ Deposits on daily bases.
- Prepare Work in process Report (WIP), Product Sales Report (PSR), Booked Sales Report (BSR) and Closed Sales Report (CSR) on Weekly Bases.
- Passing of Credit memo, any entry in SAP B1 ,
- Prepare daily Excel maintain Cheque Received by customer and deposition to bank

- Data Management- Maintain Customer lead data
- Reconciliation of Dealer Invoice Bills Data on monthly bases
- Generation of Documentation from system and maintaining records of new joiner
- Handle local complaints
- Final site close prepare customer Warranty card issued and invoice
- Final close sites invoice send by Courier mail merge.
- Issued WIP Site Covering to Contractor – White Sheet, Masking Film, Mask, Skirting Tap, T-shirt, Blue Sheet, Customer Cleaning Kit,
- Prepare Inventory management Report on weekly bases

Strengths

- Positive attitude,
- Willing and eager to learn new things
- Ability and dedication to Smart Work and sincerity
- Confidence, Discipline and Punctuality

Personal Information

Father Name- Hardwari Lal

Mother Name- Vidya Devi

Date OF Birth- 2nd October 1994

Gender- Male

Marital Status- Single

I certified that the information is correct and complete to the best of my knowledge and belief.

Date:

(SURENDRA)