

## ANJALI SINGH



## Contact

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## Skills

MS Word ■■■■

Ms PowerPoint ■■■

Excel Excel ■■■■

O2C Process ■■■■

Vendor Management ■■■■

Reporting &  
Data Management ■■■■

Project Management ■■■■

Emailing ■■■■

## Languages

**Hindi** - Expert

**English**- Proficient

## Summary

A result driven, analytical, experienced management professional with 13 years of work experience in **Procurement, Order Management, Order Fullfillment & Order Processing**. Seeking a position of **Sr. Administration Support and Procurement & O2C** in a reputed organization where I can use my knowledge and experience in fulfilling organisational goals

## Experience

### Assistant– Jan 2019 to Present

**Terre Armee India, SF- VINCI, a French MNC , New Delhi**

#### Support -Finance

- Orders are processed in accordance with organization customer service standards
- Supporting in document and process the order shipment
- Perform day to day financial transaction, including verifying classifying and recording account payable data.
- Intermediate Knowledge of SAP (FICO)
- Knowledge of End to End OTC (Order to Cash)
- Compelling Project Stock Summary data with Monthly Progress Data and Mould Reports Every Month
- Review all invoices for appropriate documentation and approval prior to payment
- Timely and accurate review, validation and processing of incoming invoices (e.g. PO, Non-PO) to accounting system.
- Vendor support, documentation, maintenance of confidential information
- Match invoices to cheques, obtain all signatures for cheques, and distribute cheques accordingly
- Facilitate payments of invoices due by sending bills reminder and contacting customers regarding past-due accounts
- Participating in Internal Audit as Auditor

#### Support -Operations, Administration

- Business Coordination with Regional Offices across India
- Manage Calendar of Appointment for CIO, Filed Expense Reports
- Ensure and Maintain Confidentiality of all communication and documentations of Non-Disclosure Agreement
- Supporting CAD Department for Preparing Day to Day Letters Submission and Dispatching Drawings to Client and Site
- Maintaining Customer Feedback forms
- Supporting the back-end activities such as creating, managing & maintaining databases, data handling in excel
- Assist in Preparing Yearly Statistics ( Ongoing Projects) for Erection and Casting Activities
- Preparing Monthly Consolidated MIS Preparation( Erection inputs-Operations)
- Making Design performance warranty for all completed projects
- Up-to-date All completion Certificate Received from Zone and process Warranty
- Assisting in Preparing Board Resolutions and Legal documents as desired.
- Maintain files and documentation accurately of all work order/ purchase orders and contract agreement received
- Process Work Order, Amendments, Purchase order, Supply Order acceptance to Customer
- Assist in Smooth Distribution of Corporate Gifts to PAN India Office and Clients
- Negotiating and Finalize Vendors for Gifts, Calendars etc maintain lists and supporting documents.
- Work closely with the leadership team for visitors planning, team engagements, and other day-to-day activities requiring assistance functioning department
- Renewing Membership Subscriptions for HOD's Visitor Registration in Exhibitions and Seminars

## Academic Education

**Post Graduate Diploma in International Business Operations**  
IGNOU-2015

**Master of Commerce**  
IGNOU- 2016

**Bachelor of Commerce**  
Delhi University-2012

**Senior Secondary (12<sup>th</sup>)**  
CBSE Board-2006

**High Secondary (10<sup>th</sup>)**  
CBSE Board-2004  
Post Graduate Diploma

## Professional Education

**Diploma In Secretarial Practice-**  
YMCA-2007

Office Management  
Elementary English  
Typing – **40 to 45 WPM**  
Business English Communication  
Shorthand– **80 WPM**  
Computer Application

### Executive – June 2017 to Nov 2018

**Competent Automobile Co. Pvt.Ltd**, New Delhi

- Supported management by processing invoices and documents with consistent on-time delivery
- Matched purchase orders with invoices and recorded necessary information.
- Understanding of day to day operational activities like office cleanliness, administrative works, inventory maintenance and management, procurement, vendor management, etc.
- Prepare daily reports of Order status report, Order Tracking Report, Dispatch report
- Maintaining Customer Feedback forms
- Prepare and monitor invoices/ Purchase orders, Monitor office supplies.
- Purchase Management - Coordination with vendors and processing of bills and payments etc.
- MIS Preparation, work on spread sheets ,
- Asset Management for all Outlets
- Manage supply chain and with stock availability, check ETA and done and to and cycle.
- Escalation Management, Query Resolution, Customer satisfaction
- Inventory checks and stock report
- Maintaining Customer Feedback forms
- Supporting the back-end activities such as creating, managing & maintaining databases, data handling in excel
- Check return and refusals, Process Debit return and Credit Return

### Admin cum Tender Executive (Contract Basis)– April 2012 to June 2017

**Civil Planning Department (CPWD), Office of NDZ-IV**, New Delhi

- Preparation of presentations, MIS, documentation and comparative Analytical statements.
- **Prepare N.I.T ( Notice Tender Invited) of Civil and Electrical work**
- **Prepare D.E ( Detailed Estimate) of Civil and Electrical work**
- **Prepare P.E ( Preliminary Estimates) of Civil and Electrical work**
- Preparation of minutes, government letters & circulars.

### Office Administrator - Oct 2010 to Dec 2011

**Scenic Developers Pvt. Ltd** , New Delhi

- Managing and overseeing front office including attending phone calls, Manage incoming and outgoing couriers, welcoming guests / visitors
- Understanding of day to day operational activities like office cleanliness, administrative works, inventory maintenance and management, procurement, vendor management, etc.
- Creation of work orders & BOQ
- Purchase Management - Coordination with vendors and processing of bills and payments etc.
- Oversee Work progress, dealing with clients & tracking
- Coordination with line departments (sales & operations)
- Prepare and monitor invoices/ Purchase orders, Monitor office supplies.
- MIS Preparation, Making Request for Quotation
- Create Templates for Calendar Invitations and Confirmations
- Prioritizing Calendar Management, Send Reminders and Confirmations

## Certification

**Auditor Training Program**  
(ISO 14001:2015 to ISO 45001:2018)

Certification in **SAP FICO**  
(**Finance & Controlling**) Module

## Strength

Learn to Prioritize  
Innovative  
Good Listener  
Clarity of Thought  
Analysis or Problem-solving  
Team Work

### Other Responsibilities.

- Review all invoices for appropriate documentation and approval prior to payment
- Maintain accounts receivable records to ensure aging is up to date, credits and collections are applied, uncollectible amounts are accounted for, and miscellaneous differences are cleared
- Accomplishes tasks involving payments; and handles expenditure by obtaining, processing, validating, and harmonizing invoices
- Vendor support, documentation, maintenance of confidential information
- Process invoices and documents, Park and release documents in invoice verification.

### **Sales Coordinator Cum Executive Assistant - June 2009 to Nov 2010**

**Gurusons Communication Pvt.Ltd**, New Delhi

#### Administrative Work

- Reporting to MD, letter Drafting, Taking Shorthand dictation, MIS Preparation
- Assist in the preparation and organizing of promotional material or events
- Maintenance of proper records of attendance ,work progress and dealing with clients and
- Managing travel portal & travel needs of employees as per policy & guidelines,
- Employee Engagement Activities: Birthdays Parties & other HR initiated activities etc

#### Sales Coordination & HR

- Respond to complaints from customers and give after-sales support when requested
- Making reports Like DCR/Quarterly reports/ Annual reports
- Assisting the team of executives, Making quotations, tendering work
- Ensure the adequacy of sales-related equipment or material

#### **Events-Participated in Office Expo**

## Personal Information

<b>Date of Birth</b>	:	18 <sup>th</sup> September 1988
<b>Marital Status</b>	:	Single
<b>Nationality</b>	:	Indian
<b>Place</b>	:	New Delhi

I Anjali Singh, hereby declared that all the information furnished here is true &correct to the best of My knowledge and belief.

**Date**

**Place:**

**(Anjali Singh)**