

SUSHIL KUMAR SHUKLA

DOB: 04.01.1998, Gender: Male

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ACADEMIC QUALIFICATIONS

Year	Examination	Institute	Board/University
Pursuing	MBA		NMIMS
2017	B.COM		Delhi University
2014	XII		C.B.S. E
2012	X		C.B.S. E

EXPERIENCE

Adani Wilmar

Sept'21 – Till Present

Operations and Warehouses Associated Partner
Iware Supply Chain Services Pvt Ltd)
Delhi

Accountant /Warehouse Executive

Managing Work Standard as per Company Norms

- Billing in Forum NXT
- Visibility of stock in every account in tactfully manner.
- Prepare Daily Sales Report and Purchase
- Maintain Books of Account (Receivable, Payable, Bank Reconciliation,)
- Making Daily Bills of Receivable Reports. Maintain various records and trackers.
- Preparing Data and return filling GST Return and TDS at the end of month
- Finalization Books of Accounts (Profit & Loss and Balance Sheet.)
- Scheme Calculation
- Inventory data management, Physical verification of inventory
- Expense reimbursement management with supporting, verifying – supporting, bills/invoices & receipts.
- Pre-payment, post-payment Reconciliation audit

DISTRIBUTOR MANAGEMENT:

- Coordination with Sales for ensuring smooth dispatches from warehouse.
- Addressing issues / grievances of Distributors
- Coordinating with Salesman regarding billing on a daily basis and resolving their queries.

Management Information System

- Analyzing variances with appropriate reasoning.
- Analysis of demand and Supply due to supply constraints / Issues. (Demand vs. supply variation)
- Analyzing the Cost/case for secondary distribution from depot

- Making Daily Sale Report.
- Daily Sales Target Achievement Report
- Maintain Accounts Payable, Bank Reconciliation, Accounts Receivable
- Preparing Data of GST and TDS Returns at the end of months

Adani Wilmar

May'19 – Aug'21

**Authorized distribution partner EDISAFE DISTRIBUTIONS)
2nd Floor, G-20, Dilshad Garden, Delhi-**

Account Executive

JOB ROLE:

Managing Work Standard as per Company Norms

- Billing in Forum NXT
- Visibility of stock in every account in tactfully manner.
- Prepare Daily Sale Report and Purchase
- Maintain Books of Account (Receivable, Payable, Bank Reconciliation,)
- Preparing Data of GST Return and TDS at the end of month

DISTRIBUTOR MANAGEMENT:

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- Analyzing variances with appropriate reasoning.
- Analysis of demand and Supply due to supply constraints / Issues. (Demand vs. supply variation)
- Analyzing the Cost/case for secondary distribution from depot
- Making Daily Sale Report.
- Daily Sales Target Achievement Report
- Maintain Accounts Payable, Bank Reconciliation, Accounts Receivable
- Preparing Data of GST and TDS Returns at the end of months

Adani Wilmar Ltd

April'17 – April'19

(Authorized distribution partner Kaushik Traders)

Address-Delhi-

Account Executive (Reporting to Propiter)

COMPUTER PROFICIENCY

- MS-WORD
- MS-EXCEL

CERTIFICATIONS

- Tally from Oxford Institute
- E Accounting from Oxford Institute
- **Busy**

OTHER INTERESTS

- A positive mental attitude and a good level of self confidence
- Strong interpersonal Skills, ability to develop and maintain an excellent rapport with team members and other co-workers.
- Ability to manage multiple tasks simultaneously.
- Keen Learner

Date: _____

Signature