

CURRICULUM VITAE

RESHMA AMOL BARVE

A7/01 Shree Siddhivinayak CHS
Sector - 9 Gharonda Ghansoli
Navi Mumbai : 400701

Contact No. : 9892495319

Email id : reshma.barve09@gmail.com

Job Objective

To attain a position that allows me to use and improve my skills. Looking forward to take challenging responsibilities to serve the organization & show my abilities.

Advance Technical Skills & Knowledge Areas

SAP : Proficiency in SAP SD Module, & Microsoft Dynamic CRM
Software : Word, Excel Knowledge of V & H lookup, Pivot Table, Basic Formulas, Conditional Formatting

Professional Experience**Since 1st Jan 2020 till Present at Karcher Cleaning Systems Pvt Ltd**AR Executive

- ☐ Outstanding follow up – Pan India Direct Customers.
- ☐ Gather and verify invoices for appropriate documentation 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.
- ☐ Monitor and collect accounts receivable by contacting clients.
- ☐ Support other accounting and finance team members, and cost accounting.
- ☐ Follow up for C-Form.
- ☐ Credit Note Creation.

Since 3rd Jan 19 till 31st Dec 2019 at Karcher Cleaning Systems Pvt LtdBranch Coordinator

- ☐ Prepare sales data in a timely and efficient manner, maintaining documentation and records.
- ☐ Supports day-to-day post-sales order transactions through SAP & CRM (e.g. order entry, internal stock transfer , returns , delete).
- ☐ Helps resolve order management issues for all product lines using basic subject matter knowledge.
- ☐ Invoice Processing in SAP.
- ☐ Assists other departments and support groups (e.g., internal sales, audit, operational support, delivery) by reporting routine issues to the appropriate roles.
- ☐ Resolves open order (backlog) report issues of low complexity and reaches out to supply chain or factory to determine source of delay; communicates status and escalates issues to higher levels.
- ☐ CMS collection report.
- ☐ Warranty process.
- ☐ Maintain Documents as per Karcher legal requirement.
- ☐ Responsible for monthly branch audit – SOP 5S , Legal Compliances.

Since 24th June 2013 till 02nd Jan 2019 at Consul Neowatt Power Solutions Pvt LtdSenior Executive - Sales Coordinator

- ☐ Order processing in SAP & CRM System.
- ☐ Generating different kind of sales report(Billing Data ,Pending Order List ,Booking Data), sales analysis report from SAP system.
- ☐ Assist with verifying budgets and actual sales by making reports like Month end report for West Region.

- ☐ Create & update customer Master Database into SAP & CRM system.
- ☐ Co-ordinate with client regarding order booking and material requirement.
- ☐ Follow up for commercial aspects like advance payments, logistic activities with customers /distributors.
- ☐ Coordinating with factory team for stock according to the order received from client.
- ☐ Verifying the stocks availability with logistic team for bulk orders BFSI , Retail customers for delivery of c/ment smoothly.
- ☐ Invoice generation & Performa Invoice creation from SAP.
- ☐ To Complete Invoice Submission with proper documents at Customer Office.
- ☐ Follow up for Bank Guarantee , EMD with HO Team.
- ☐ Preparing the Forecast list as requires by the sales team.

3rd Sept 2011 till 22nd June 2013 at Fedex Express TSCS (I) Pvt Ltd

Customer Service Executive

- ☐ Preparation of MIS reports as per Customer Requirements.
- ☐ Preparation Of Monthly Consolidated MIS by taking reports from Other Employees.
- ☐ Doing Follow-up with Logistic Operation Team for smooth Delivery Shipments.
- ☐ Keeping Track Of Cash On Delivery Shipments as well as returned back that COD (Cheque & DD) again Back to Customer Place.

Academic Credentials

B.Sc.(IT) from Mumbai University [2010-11]

H.S.C from Mumbai Board [2007-08]

S.S.C from Mumbai Board [2005-06]

Personal Details

Date Of Birth : 9th August 1990
 Marital Status : Married
 Language Known : English , Hindi Marathi

I do hereby declare that the above facts are true to the best of my Knowledge.

Date :

Reshma Barve