

Curriculum Vitae

NANDINI S. PATIL

Address : A701, Parth Avenue, Plot no.-70, Sector-20,
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Email : nandini.ligam@gmail.com

Total Experience : 10 Years

Personal Profile:

Optimistic by nature with leadership qualities, Self reliable and self driven. Has a good practical and relevant experience in co-ordination. Result oriented and time bounded person. Good Analytical Skill with great vision. Have good communication skills and good customer service experience. Have a positive approach & good presence of mind. Computer literate in Microsoft Word, Excel, Power Point, and Internet & Other Basic knowledge of Computer software

Academic Qualification

January 2019

Appearing PGDM from Welingkar Institute (Matunga)(Specialisation – Business Administration) June 2007- March 2010

Graduate in Commerce, from Mumbai University (R.A.Podar College) June 2005 - February 2007

Passed Higher School Certificate, from Mumbai

Divisional Board June 2003-March 2004

Passed Secondary School Certificate, from Mumbai Divisional Board

Computer Education

- Advance Diploma in Office Automation and Financial Accounting
 - Typing (Marathi) with 40 wpm
 - Advance Excel
 - M.S.C.I.T. (Including MS word, Excel, Power Point)
 - Tally Financial Accounting Program, Volume I-IV
 - Service Organization
 - Trading Organization
 - Manufacturing Organization
 - Financial Cost Analysis
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Software Knowledge

- SAP – B1
- MOVEX
- SAP – SD and PS Modules
- Tally (Version: 6.3, 7.2 and 9.0)
- MS Office (Including MS word, Excel, Power Point)

Career History

Company Name : Vital Electronics & Manicuring Co.

Company Profile : PCB Manufacturer

Designation : Sr. Executive, Product Costing & MIS

Period : August 2020 to Till date

Company Name : ELETROCARE INDIA PVT LTD.

Company Profile : Distributor

Designation : MIS Executive, EA

Period : January 2018 to August 2020

➤ **Job Responsibilities**

- MIS reports to Management.
 - Preparing Sales, Purchase, Stock Reports
 - Sales Analysis, Purchase Analysis, Stock Analysis, Customer Analysis
 - Analyse business information to identify process improvements for increasing business efficiency and effectiveness.
 - Participate in cross-functional meeting to resolve recurring customer issues.
 - Analysed report and taking corrective action with discussion with MD and Respective HOD's
 - Desk Management / Meeting Co-ordinations
 - Effective coordination on the flow of information both internally & externally.
 - Responsible for the all correspondence and its effective replies in consultations with superiors.
 - Resolving issues related SAP and customisation of reports to simplify and process.
 - Prompt coordination with all departmental meetings/ Schedule and responsible for making the minutes of meetings (MoM) and its timely follow up of the same.
 - Experience in Data Visualization tools – Power BI, Qlik View, Lumira
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Company Name : ALFA LAVAL INDIA LIMITED (SERVICE CENTER THANE)

Designation : Order Handler & Planner

Period : September 2014 to May 2017

➤ **Job Responsibilities**

Project Management –

➤ **Pre Order Process –**

- After received job in service centre sending Job receiving report to concern person.
- Send Estimation

Post Order Process –

- Intimate Management & Each department about Receipt of confirm Order from customer.
- Provide Information of Project & Delivery Target through Project Schedule
- Procurement for material raising purchase order.
- Follow-up with Distribution centre for material giving monthly planning.
- Follow-up with Serving team for timely repair job to avoid project delay
- Providing Weekly Report about ready and pending Project to

- Superior & management.
- Follow-up with accounts department for supplier payment.
- All work done in Movex.
- Preparing Commercial Invoice after the dispatch of material & ensure the delivery of Bills to client within stipulated period of time to avoid delay in payment.

Project Requirement –

- Coordination with client as per Project Requirement as per Purchase order terms.
- Correspondence/Communication with subject to Project Planning, Action & Update to ensure i.e. Order Acceptance-material procurement- servicing work- Intimate OA team to generate Proforma Invoice subject to Payment Terms & inform client about to release the payment as per terms & conditions.
- Co-ordination with client for Pre and Post-dispatch activities. (Generating online Road-Permit)

Collection of Project Payment

- Payment forecasting & Collection of Project Payment as per Purchase Order Terms & Conditions & target set by management

*** Activities:**

- Office and workshop 5S
- Kizen
- Making and Involve in Problem Resolution Process (PRP's)
- Monthly stock checking and help in stock auditing

***Achievement**

White Belt

Certification

Appearing for Green

Belt

Company Name : ROCHEM SEPARATION SYSTEMS (I) PVT LTD

Company Profile : Manufacturer & Exporter of Filtration Plant

Period : October 2010 – August 2014

➤ Job Responsibilities_

Project Management Post Order Process –

- Intimate Management & Each department about Receipt of Order
- Provide Information of Project & Delivery Target through Project Schedule c) Follow-up with Production Department for the timely delivery to avoid project delay
- Providing Weekly Report about Project to Superior & management
- Punching order in system (SAP)
- Preparing Commercial Invoice after the dispatch of material & ensure the delivery of Bills to client within stipulated period of time to avoid delay in payment.
- Maintenance of Product Commissioning & Warranty Track.

Project Requirement

- Coordination with client as per Project Requirement as per Purchase order terms.
- Correspondence/Communication with subject to Project Planning, Action & Update to ensure i.e. Order Acceptance-Design/Drawing Submission-Generation of Proforma Invoice subject to Payment Terms & inform client about to release the payment as per terms & conditions

Collection of Project Payment

- Payment forecasting & Collection of Project Payment as per Purchase Order Terms & Conditions & target set by management

Collection of Form C

- Timely collection of Project Sales C Form
- Fortnightly update to Sr Account Manager

Collection of Expired Bank Guarantee

- Collection of Expired Project Bank Guarantee i.e. Advance Bank Guarantee & Performance Bank Guarantee
- Fortnightly update to Finance Team

SAP Module

- Punching Project Sales Order
- Preparation of Project Schedule i.e. Set Project Delivery & Warranty Target
- Preparation of Commercial Invoice
- Creating Equipment after dispatch of plant.
- Maintaining equipment data.
- Maintaining Project Commissioning & Under Warranty details & Project closure Documentation & Filing of correspondence.

Personal Information

Fathers Name : Chandrakant
Ligam Nationality : Indian
Date of Birth : 11th November 1988
Marital Status : Married
Languages Known : English, Hindi, and Marathi

Hobbies

Reading, Singing, Social Service

Declaration

I hereby declare that the above information is correct to the best of my knowledge

Place: Mumbai

Date:

Nandini S Patil