

# ADITYA SINGH

1-92 Beta 2nd Greater Noida • +91- 8317019577  
adityarajputupc@gmail.com • LinkedIn Profile • Twitter/Blog/Portfolio

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Over 3+ industry experience in sales and Purchase department activities:

- Worked at the position of purchase executive with experience of two years and achieving the targets of the companies with dedication. And having expertise in the field of Sales and Purchase.
- Experienced in RM & Bop planning. Good knowledge of inventory control process.
- Successfully completed certification & training in SAP (Sales & Distribution) module using SAPSD S4 HANA from Henry Harvin Education, Noida with 94%.
- Have good knowledge in using MS office, excel and Tally.
- Ability to manage and maintain good relationship with vendors. Followed-up on delivery schedule, payment delays, invoice queries. Manage deliver schedule and status of goods. Maintain records of purchases and sales. Inspected goods for any defects and missing parts. Performed purchase operation within the assigned budget.
- Achieve a challenging position in Enterprise Resource Planning (SAP), where my analytical, academic, and professional skills can be used to the benefit of the organization as well as my career growth.
- Have an excellent presentation, written and oral communication skills and good problem-solving skills.
- Excellent analytical, quick learning and problem-solving skills with a desire to work in a team-oriented environment. Have good team spirit, goal oriented and high interpersonal skills.

## EXPERIENCE

NOV 2023 - Present

PURCHASE EXECUTIVE, GOODLUCK INDIA LTD. Ghaziabad U.P (INDIA)  
Handling Export and Domestic Enquiries Mails, Making Quotation and Team Handling.

FEB 2022 - NOV 2023

AMAR STEEL AND STRIP WORKS - GURGAON

Worked as Purchasing executives was responsible for purchasing products, materials, and services on your behalf for the day-to-day operation of the business like doing vetting potential suppliers, and negotiating price and contract conditions.

15TH MAR 2019 - 23RD DEC 2022

SALES TEAM LEADER (STL), COCA-COLA BEVERAGES PVT.LTD, VARANASI

Primary & Secondary, Sales & Marketing and Distributor Handling, Super Stockiest and Handling the Team, and achieve the company target, value contracts, Item category, Credit Management, Sales Order.

## SAP SKILLS

### Major topics of SAP(SD) Certification:

- Enterprise Structure Creation - Creation of Company, Company Code, Sales Organization and Associated.
- Customizing, Creating, Maintenance and Condition Master, Customer Material Info records, and Bills of Material (BOM).
- Document Types and Overview of Item Categories and related IMG activities.
- Special Functionalities in Sales and Distribution- Listing/Exclusion, Material Determination.
- Various Sales processes like Sales from Stock Available/shortage, Make to Order, Contracts, Cash sales, Rush order, Consignment & free goods, Item proposal, and various sales documents, Handling Complaints like Returns & Credit Memo Request.
- Delivery- Creation of Outbound Delivery with and without reference, Collective Processing of Delivery
- Document, Picking, Packing, Goods Issue.
- Billing- Billing Documents Creation, Billing Document Types, Delivery Related Billing, cash invoice.

## EDUCATION

JUNE 2019

B.COM, SAM HIGGINBOTTOM AGRICULTURAL & TECHNICAL UNIVERSITY

## SKILLS

- SAP- HANA -SD [Sales distribution], MIS
- MS-Word, MS-PowerPoint
- Tally ERP 9, Tally GST
- Outlook ERP

## ACHIEVEMENTS & AWARDS

Certified Tally ERP 9, EXCEL Certified SAP HANA -SD [sales distribution]

## INTERESTS

e Sales, Advertising, Market research