

RAKSHITA SINGH

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OBJECTIVE

Obtain a challenging leadership position applying creative problem solving and lean management skills with a growing company to achieve optimum utilization of its resources and maximum profits.

SKILLS

- Team management
- Vendor/OEM Management
- Expenses Management (handled finances,invoices and POs)
- operation management
- Collecting info and publishing Agendas
- Report Management
- Multitasking and time Management
- creating and handling Bridges(meetings)
- Maintaining SLA.

INTERESTS

- Love to learn about Technology

LANGUAGE

- English
- Hindi

EXPERIENCE

- 2022 - till date** **Footprints Childcare pvt. Ltd.**
Support Executive
- Managing and updating financial data on ERP and CRM
 - Coordinating with partners and team for easy colaboration.
 - Timely followups and coordination on all the emails and tasks for management.
 - Vendor/OEM Management for quotations ,invoices and POs .
 - Maintaining the finances, productivity and other data to be represented in management.
 - Scheduling Bridges and meetings for action and discussion on plannings ,agendas and followups.
 - Maintaining all operational activities to run the business smoothly.
 - Effectively Handling and preventing Escalations.
 - Maintaining SLAs.
- 2017 - 2021** **Aakash Edu. Services Ltd.**
Accounts and Support Executive
- Preparing and publishing the financial reports.
 - Preparing and publishing the productivity report.
 - Vendor interaction for invoicing and PO processing.
 - Booking a Invoice.
 - Organising meetings and sessions to enhance team productivity.
 - Coordinating with Tech team fo technical priorities.
 - Maintaining invoices and receipts on CRM and ERP.
 - Creating financial ,admissions,and team productivity reports fortnightly.
 - Handling and managing team
- 2017 - 2017** **Omax Autos Ltd**
Accounts Executive
- Coordination with CX and resolving their queries related to Pending payments and SAP reconciliations
 - Maintaining and Reconciling SAP in half yearly and annually.
 - Vendor,OEMs & Bank coordination for finances.
 - Invoicing the bills.
- 2014 - 2016** **Earth Infrastructure Ltd**
operation executive
- Handling operations for UP Region.
 - Handling Refund, transfer & Retention process.
 - Backend support to corporate leads and heads
 - Team management
 - Maintaining and creating monthly productivity data and balance sheet (presented to VP and Head HR)
 - Coordinating with vendors and other parties for PO,bills & expenses.

EDUCATION

- 2013** **RKGIT Ghaziabad**
MBA
- 2015** **TDPG college Jaunpur**
M.com
- 2011** **TDPG college Jaunpur**
B.com