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# ROLI AWASTHI

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I am finance professional having 13 years of rich experience in Billing/Finance/Vendor Management/Contract Management/Operations. Committed to achieve procurement and operational objectives to strategic plans and reviews, Hands-on experience on planning, analyzing and implementing business requirements which meet the organization objective. Solves critical issues in time -sensitive environments with well-versed in building positive and long term relationships along with partnership with business and partners to create win-win environment for business.

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## **Career Objective:**

A skilled and a talented finance manager with extensive knowledge of data analysis. Seeking a rewarding and challenging position in a company that will give opportunities for professional growth.

## **Professional Experience:**

**Company** : Mehrab Logistic & Aviation Ltd.

**Duration** : August, 2007 - Till Date

**Designation** : Office Manager

**Summary** : Mehrab Logistic is one of finest transport company in Uttar Pradesh with more than 21 years of experience in Domestic Moving Services.

## **Roles & Responsibilities:**

- Proven work experience in procurement process for new business need.
  - Managed pass through and resale deal for business ensuring margin's get achieved.
  - Worked closely with business and provide best and suitable support model.
  - Support operations in migrating vendor successfully without impacting BAU activities.
  - Expertise in contract review with customer/vendor and closure with internal teams ensuring company compliance process met objective.
  - Effective Vendor Mgt by communicating deal timeline, financial, scope and deliverable with status reporting to higher Mgt.
  - Contract closure with Business and Vendor as per agreement ensuring flow down get agreed to avoid legal complications.
  - Worked closely with internal and external stakeholder for smooth functioning of business procurement and timely delivery.
  - Compare proposals for price and specifications to ensure meet business requirement by proving efficient pricing.
  - Close tie with operations and finance for budget preparation and forecasting of upcoming deal for successful closure well in time.
  - Regular meetings with customer and internal teams and with partner to provide daily and weekly update on procurement status.
  - End to end expertise from negotiation till payment get done.
  - Coordination with Legal, delivery, finance and other internal team to get required assistance for order completion as per the contract and agreement with customer/partner.
  - Weekly/Monthly meetings with vendors to review and handling escalations/issues.
  - Correction in vendor bank detail, contact person, invoice formation, address and other such detail.
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## **Skills & Expertise:**

### **Vendor Management:**



- Vendor handling from Procure to pay, including onboarding and escalation handling
- Managed outstanding details of vendor companies.
- Liaising with multiple vendors.
- Coordination with Vendors on Escalations and deliverables.
- MIS preparation
- Accounting
- Sales of accounts
- GST Reconciliation
- Bank Reconciliation

### **Billing & Finance Management:**



- Strong hold in control budget and other cost related to business including billing
- Working with vendors/internal stake holders on Billing and payment related queries
- Creating and managing POs for the vendors as per the contract
- Processing of bills and transactions for services from Vendors and internal stake holders.
- Preparing reports of Billing and Cash Management
- Preparing different Monthly reports related to transactions, revenue and Billings for the Leadership.

### **Contract Management:**



- Handling complex contract as per business requirement.

### **Project Coordination:**



- Operations Management
- Conducting interviews for internal hiring purposes
- Managed the banking and finance and office management.
- Managed the debtor and creditors of the company.

### **Procurement:**



- Expertise in procurement of Goods, Office Supplies and IT products, Hardware and Tools/Licenses.

### **Technical Skills:**

Ms office	:	MS Word, MS Excel and PowerPoint
Operating system	:	Windows 98, Windows XP
Financial Tools	:	Tally

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## **Qualification:**

Course	University	Location
MBA	Shobhit University	Meerut
M.A	Kanpur University	Kanpur
B.A	Kanpur University	Kanpur

## **Strengths:**

- Positive attitude
- Risk taking ability
- Leadership
- Can Work under pressure

## **Personal Profile:**

Date of Birth : 1-Aug-1985  
Blood Group : AB-  
Father Name : Mr. Ravi Prakash Awasthi  
Address : 3/317, Vastu Khand, Gomti Nagar, Lucknow, Uttar Pradesh  
Nationality : Indian

## **DECLARATION**

I hereby declare that all the information given above is true and may provide the sustainable opportunity to show my skills.

Place:

Signature