**SHEELA KINHA**

**E-Mail Id: sonykinha1@gmail.com**

**Contact No.: 7840850329**

**PROFILE SUMMARY**

* Offering 3.7 Years of experience in Purchase & Service Dept.
* Currently working with Shri Ram Auto Tech Pvt. Ltd. (Jangid Motors) Gurgaon as a Service Executive.
* Holds exposure in managing inventory of all items and recommend elimination of all out of stocks and developing all Service orders along with assigning appropriate purchase order for same.
* Effective team player with good communication skills with an ability to grasp new things quickly.

**KNOWLEDGE PREVIEW**

* Purchase Planning.
* Price Negotiation.
* Purchase Orders Management.
* Stock and Non-Stock Management.
* Payment Planning According to Fund.
* Vendor Reconciliation.
* Dispatch Schedule Management.

**Employment Recital**

**Service Executive**

 **Shri Ram Auto Tech Pvt. Ltd., Gurgaon**

**(E-rickshaw Manufacturing Company) From 24 April 2017 till now.**

**Roles & Responsibilities:**

* Distributor/Dealer management.
* Responsible for after sales support.
* Making of Schedule according to the Service Part.
* Managing line shortage.
* Price negotiation Dealer end.
* Price cutting of Existing parts by developing new vendor with good quality.
* Managing payment schedule of vendors according to the fund available.
* Managing Stock of Store for Every Month Audit.
* Reporting to Asst. Manager.
* Making of Purchase Orders.
* Inspection of Material on Vendors Side.

**Employment Recital**

**Jr. Executive**

**Track on Courier Services ltd., Gurgaon from 27 March 2015 to 30 March 2017**

**Roles & Responsibilities:**

* Courier Tracking
* Handling of our Service team to Area wise.
* Successfully Procured Some Materials from Out Of India.
* Stock Management.
* Managing Payment.

**PROFESSIONAL EDUCATION**

10th with 62% from NI of OS Haryana.

12 th  with 60% from NI of OS Delhi.

Certificate in Web Designing & Documentation. New Delhi

Professional Diploma in Computer Application & Programming. New Delhi

**IT FORTE**

Well versed with MS Office, Internet applications and ERP 9.

**STRENGTH**

 Good Communication.

 Hard Working.

 Responsible

 Positive Attitude

**PERSONAL DOSSIER**

Date of Birth: 02th Jan’1993

Father Name: Mr. Lt. Maphool Kinha

Marital Status: Single

Languages Known: Hindi \*\*\*\*\*

English\*\*\*\*

Address: Vill.- Gothera, Teshil- Charkhi Dadri, Distt.- Bhiwani Haryana.127306

 **Sheela Kinha**