

BISWANATH BEHERA
H No-207, Plot No 806/23
Hira Nagar Near by Dharmsala
Khandsa Road, Gurgaon
Pin – 122001
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CARRIER OBJECTIVE

I shall give entire satisfaction to superiors by the faithful and conscientious discharge of my duties, if appointed to the post applied

QUALIFICATION

- **MBA. (Finance) From North Zone University of Orissa.**
- **B.A. FROM UTKAL UNIVERSITY, ORISSA IN 2003.**
- **C.H.S.E. FROM ORISSA IN 2000.**
- **BOARD OF SECONDARY EDUCATION, ORISSA IN 1998.**

TECHNICAL KNOWLEDGE

Excellent Command in ERP Package, MS-Word & MS- Excel

Tally 7.2 & 9.0, Sofgen (Billing Software).

Knowledge of SAP SD & FICO module.

TECHNICAL QUALIFICATION

Graduate Diploma in Computer Application (P.G.D.C.A)

CURRENT EMPLOYMENT

Working since Feb. '2006 to till date as a **Account (invoice processing.) / Supply chain & Logistics (Dispatch)** mainly consolidate with Finance Dept & secondly doing **Logistic Invoice Verification on SAP** which is mostly integrated with Finance, Store & Purchase Dept. in **IFB Automotive Pvt. Ltd.** Binola, Gurgaon, HR. "An ISO/TS 16949 certificated company well known for leading manufacture of fine blanking products, Window Regulator, Slider & Recliner & Transmission products Supplier to Maruti Suzuki, Honda Motorcycle. & associated vendor of Maruti as Bharat Seats, Krishna Martuti.

JOB RESPONSIBILITIES

Account & Sales Distribution:

- ❖ MM, FI invoice processing.
- ❖ Responsible for Advance issuing and booking and knocking off the same.
- ❖ Coordinating with vendors to get the invoices in time and maintaining the SLA.
- ❖ Assisting the Vendors with their queries via E-mail and calls.
- ❖ Responsible for making the payments of 160 vendors.
- ❖ Responsible for Credit note & Debit Note processing.
- ❖ Responsible for making urgent payments by issuing cheques.
- ❖ Responsible for Vendors account clearing, Advance Adjustment, and settlements.
- ❖ Reconciling the Vendor Accounts.
- ❖ Doing all the documentation & Keeping records of all PO & schedule received from customer & Vendor.
- ❖ Participation in Implementation of ERP (SAP Version-7100.1.0.1027) for the Bounded Store and Material Management.
- ❖ Daily MIS Report Preparation and Reporting to Dept. Head (Stores,Excise & Dispatch)

- ❖ Responsibility for suggestion and Kaizen Activities.
- ❖ Define the category of item according to ABC analysis
- ❖ Using MSIL Vendor Externet which provides by Maruti for systematic supply the material as per Maruti khan ban system.
- ❖ Generate all the data from Externet like Daily E nagare, Daily schedule Vs supply status, Daily DI & Non DI, Rejection , Defect monitoring Report, Warranty Rejection Report, match the SRV data as per supply, download cheque advise, status of daily E Nagare qty. & time default, and then mail all the report to all dept. as per their requirement.
- ❖ Keeping all the record of sales data as daily basic to all the customer & Branch Transfer.
- ❖ Co-ordinate to Dispatch person for such as provide daily schedule & supply status of each customer on daily , weekly & monthly basics.
- ❖ Preparing Monthly sales MIS report.
- ❖ I have also accruing the bellow functional knowledge for the relevant of Invoice verification.
- ❖ Maintaining daily goods receipt entries (MIGO) in SAP as per received material & invoices with base of delivery schedule & purchase order.
- ❖ Excise Entry of Incoming Invoice part II.(J1iex)
- ❖ Posting of online logistic Invoice verification (MIRO) with verify the Purchase order & Vendor Invoice, Invoice Qty. & actual received qty. PO Price & invoice Price.
- ❖ All the cycle process of Posting Vendor rejection entry – Making the Rejection PO, Good Issue, Making rejection Invoice, Posting Excise & credit memo on SAP.
- ❖ Verify & posting the supplementary Invoice of Vendor.
- ❖ Analysis the GR/IR balance report on weekly basic & reporting to Finical Dept.

PERONAL DETAILS

FATHER'S NAME	-	SH. JADUMANI BEHERA
DATE OF BIRTH	-	21 TH FEB 1982
SEX	-	MALE
MARITAL STATUS	-	MARRIED
NATIONALITY	-	INDIAN
LANGAUGE KNOWN	-	HINDI, ENGLISH,ORIYA
PERMANENT ADDRESS-		VILLAGE-JAGULAI PARA DISTT. KENDRAPARA ORISSA.
SALARY DRAW	-	Rs.30354.00
EXPACTED SALARY	-	Nagotiable

I hereby declare that above written particulars are true to the best of my knowledge and belief.

Date: -

Signature

Place:

(**Biswanath Behera**)