**CURRICULUM VITAL**

**Jyotsna A. Kamble.**

Tagore Nagar,

6/103/2145,

Vikhroli (East),

Mumbai – 400083.

Mob : 9987729297.

Email : jyotsnakamble52@yahoo.com.

**CAREER OBJECTIVES:**

 To work hard and honestly in a challenging environment that offers good

Opportunity to contribute my skills and knowledge, for the success of the

Organization and provide opportunities for personal growth.

**PROFESSIONAL EXPERIENCE:**

Presently working in Pharmaceutical Industry-Unijules Life Science Ltd as Office Assistant.

four year of experience in the Pharmaceutical Industry – Indoco Remedies Ltd.

Since 2007 worked as “Jr. Assistant – Distribution Dept.”

 **JOB PROFILE**

* C&F COMMISSION AND FREIGHT – Processing of Commission Bills and

Freight & Exp. Bills, follow up on payments with Accounts & Finance.

Controlling Depot Freight & Expenses, deciding on the transporters rate

Contracts maintaining statistical data and percentage of said expenses in

Co-ordination to the rate charts.

 Issuing stock adjustment notes in regard

 To the facts on discrepancies and queries

 Observed / brought to the notice as above

 Co-ordinating with depots and marketing

 Department on the same.

* Maintaining Reports and statistical Data - Commission, Freight/Exp.

etc.

Generation of various reports and reporting to G.M. - Distribution Dept.

* Monthly Reports of C&F Agents – Control, study and follow up of monthly

Reports. Co-ordination and communication towards the discrepancies noticed if any.

* Stationeries / Packing Material / Re-dressal Material for Depots - Taking care on the requirements of various stationeries e.g. Invoice, Envelopes, Letter Heads, Order Registers, IOM pads, Bin Cards, etc. and Packing Materials such as Packing Cartons, BOPP Tapes, Strapping Strips & Clips etc.

Keeping Control and updated records on the above requirements.

* Statutory Compliances – Renewals of C&F Agreements and Drug Licenses.
* Care Taking and co-ordination – Taking care of 28 C&F Agent, 2 Central Ware-Houses and co-ordination with them for their day-to-day problems, queries, co-ordination with different Departments viz Finance & Accounts, Company’s C&F Agents and Central Warehouses.

**MANAGEMENT INFORMATION SYSTEM (MIS):**

* Monthly report on commission, Freight(Primary & Secondary), other misc. expense of depots to G.M. – Manager – Distribution.
* Providing necessary information to Finance & Accounts on Depot Expenses for monthly MIS report, Quarterly, Half-yearly and Yearly Closing.

**COMPUTER PROFICIENCY:**

 Completed the certificate course in MS – CIT. (Word, Excel, PowerPoint, Internet etc.)

**OTHER QULIFICATION:**

 Completed the certificate course in 40 English & Marathi Typing.

**ACADEMIC QUALIFICATIONS:**

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| --- | --- | --- | --- | --- |
| Sr.No | EXAMINATION | UNIVERSITY/BOARD | INSTITUTION | RESULTS |
| 1 | S.S.C | Mumbai | Vidya Mandir High School. (Vikhroli) | II Class |
| 2 | H.S.C | Mumbai | Vikas College, Vikhroli. | II Class |
| 3 | B.A | Mumbai | Mumbai University. | II Class |
| 4 | M.A PART I | Mumbai | Mumbai University. | Pass Class |
| 5 | M.A PART II | Mumbai | Mumbai University. | Appearing |

Present CTC Drawn – Rs. 120000/-

Expected Package - Rs. 150000/- to 200000/-

**PERSONAL DETAILS:**

Date of Birth : 30th Dec, 1984

Gender : Female

Marital Status : Married.

Languages Known : English, Hindi, Marathi.

Hobbies : Reading, Painting, Travelling.

I hereby assure that the information furnished above is true to the best of my knowledge and belief.

Jyotsna A. Kamble.

Vikhroli (East).