

Chitra Raut

Admin / HR & Accounts Executive - Srujan Architects & Interior Designers

Mumbai, Maharashtra

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Seek to adopt challenges at a workplace where I could visualize myself operating at a suitable level, while utilizing my core competencies maximally & to synergize these with the objectives of the organization so as to strike a perfect balance between employer's expectations & personal job satisfaction through performance-based-growth.

Work Experience

Admin & HR Executive

eXEGESIS Infotech I Pvt LTd - Navi Mumbai, Maharashtra

February 2016 to Present

Admin & HR Executive

Tricity Realty Pvt Ltd - Navi Mumbai, Maharashtra

November 2014 to February 2016

Admin / HR & Accounts Executive

Srujan Architects & Interior Designers

August 2010 to October 2014

Accounts & Admin/HR Executive

Srujan Architects & Interior Designers - Thane, Maharashtra

August 2010 to October 2014

Responsibilities:

- Linking & Generating Stock & Sales Reports on Monthly Basis.
- Database administration and management including updating & maintaining customers master database & handling discontinue parties
- Preparing, monitoring & entering of Performa, Invoice & Goods Transfer Advices. Generating report for the same on weekly basis.
- Maintaining track for project details.
- Maintaining distributor's record.
- Checking Salary Expenses & Office expenses.
- Checking all India sales promotional expenses.
- Mailing to respective parties.
- Billing & Invoicing.
- Making Cheques.
- Maintaining Record of Stock & Office Expenses.
- Entering the Inward and Outward couriers.
- Filing.
- Searching candidates from help of internet.
- Coordinate with candidate. Making interview schedule.

- Arrangement of meeting & interviews.
- Candidate's data arrange for the appointment.
- Primary level interviews. (Except salary package)
- Issuing Appointment Letter selected candidate explain all rules.
- Handling sales & marketing activity on daily and monthly basis (Help of Internet)
- Follow up with parties for payment.
- Reporting to sir daily report.

2) Nexus Computer Pvt. Ltd

junior accountant / administrative

Nexus Computer Pvt. Ltd

April 2009 to July 2010

Junior Accountant /Administrative

Nexus Computer Pvt. Ltd

April 2009 to July 2010

Responsibilities:

- Linking & Generating Stock & Sales Reports on Monthly Basis
- Maintaining distributor's record.
- Generating Sales & Sales Return comparison Charts
- Preparing, monitoring & entering of Performa, Invoice & Goods Transfer Advices. Generating report for the same on weekly bases.
- Generating Sales & Sales Return comparison Charts.
- Database administration and management including updating & maintaining customer's master database & handling discontinue parties.
- Checking Salary Expenses
- Checking all India sales promotional expenses
- Mailing to respective parties
- Billing & Invoicing
- Entering the Inward and Outward couriers.

Receptionist/Billing/Administrative

R.C.H.Dignostic centre & Prakruti Hospital Pvt. Ltd

May 2006 to March 2009

Company: R.C.H.Dignostic centre & Prakruti Hospital Pvt. Ltd

Duration: May 2006 to March 2009

Role: Receptionist/Billing/Administrative.

Responsibilities:

- Taking work projection value on daily basis.
- Updating the data on daily basis
- Making profit and loss report to check every day revenue.
- Communicating with My Senior & Junior Staff.
- Checking stocks.
- Coordinating with My Staff & management.
- Control on inventory management.
- Fundamentals of Planning.

Administrator

V.C.R. Classes

May 2004 to April 2006

Company: V.C.R. Classes (Airoli)

Duration: May 2004 to April 2006

Role: Administrator.

Responsibilities:

- Updating the student data on daily basis.
- Check every day revenue.
- Control on All Management.
- Preparing, monitoring & entering of Proforma.
- Updating the salary of Teachers

Education

S.S.C

Mumbai University - Mumbai, Maharashtra

H.S.C

Mumbai University - Mumbai, Maharashtra

B.A in Economics

Mumbai University - Mumbai, Maharashtra

MBA in English/Marathi

IGNOU

Additional Information

Core Competencies

Operations ; Relationship Management ; General Administration ; Team Management ; Coordination
Inventory Management Key Accounts