

SUMIT KUMAR NAYAK

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Colony, Kakaguda, Karkhana,
Hyderabad – 500015, Telengana

Professional Summary

To associate with an organization which process dynamically and give me an opportunity to update my knowledge and enhance my skills. And be a part of the team, which helps me in excel my skill to improve the productivity of the Organization.

Work Experience

Sati Exports India Pvt. Ltd (From Aug-2017 to till)

Designation: Assistance Manager - Client Support & Operation Executive

Work responsibilities: -

- Preparing the proforma invoice for client.
- Making the export invoice and E-way bill against the export invoice.
- Support to client for sharing the pre-shipment documents and post shipment documents.
- Managed full-cycle accounts receivable process, including invoicing, collections, and payment application.
- Monitored aging reports and followed up on overdue accounts.
- Coordinated with clients and internal departments to resolve billing issues and streamline payment processing.
- Collaborated with the sales and customer service teams to address client inquiries and ensure timely payment resolution.
- Prepared and sent customer statements and invoices, ensuring timely and accurate billing and collection.
- Coordinate with CHA and Forwarder for getting the booking and containers, also negotiable the freight.
- Coordinate with transporter for pick up the container from port and dropping the container at port of loading.
- Making costing report per container and every month making the monthly costing report for all containers.
- Prepare the purchase order as per loaded the containers and share with local vendor/supplier.
- Making the MIS report daily, weekly, monthly and yearly reports.

Philips Lighting India Ltd (12-May-2016 to 05-Jun-2017)

Designation: Quotation Assistance & Finance Supports

Work responsibilities: -

- Verify the Purchase Invoice & Prepare the Scrutiny.
- Stock order entry.
- Invoice Submission at client place.
- Customer place visit for invoice submission & payment follow up.
- Payment receipting entries.

Jeevan Polymer Pvt. Ltd (03-Feb-2014 to 02-May-2016)

Designation: Account Executive

Work responsibilities: -

- Verify the Purchase Invoice & Prepare the Scrutiny.
- Stock order entry.
- Invoice Submission at client place.
- Customer place visit for invoice submission & payment follow up.
- Payment receipting entries.

Sri Sai Telecommunication Ltd (Sep -2012 to Dec-2013)

Designation: MIS Executive

- Maintaining of daily reports.
- Diesel filling report.

Education

- Completed B. Com (Hons.) from Bhanja Bihar University, Odisha.
- Completed Intermediate in Commerce from K.S.U.B. Junior College, Bhanja Nagar, Odisha
- Completed Schooling in HSCE from K.C. Town High School, Berhampur, Odisha

Skill

- Accounting packages: Tally 9.0, Focus and SAP.
- Office Suites: MS Office (Excel, Word and Power Point)
- Other Knowledge: Photoshop (Photo editing).

Strengths & Positives

Learn and adapt quickly, versatile, dynamic, Team performer, handle pressure, enjoy opportunities to increase responsibility and face challenges upfront comfortably.

Strong interpersonal and organizational skills with a keen ability to multi-task, exceptional organizational skills, prioritize effectively, exercise good judgments, and have good interpersonal communication skills, ability to work closely with the Management and Corporate Teams.

Languages

Oriya: First Language



English:



Beginner (A1)

Hindi:



Beginner

Telugu:



Beginner

Place: Hyderabad

Date:

Sumit Kumar Nayak