

BHAWNA

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Visa Status – Employment UAE

Driving License – Valid



OBJECTIVE

To lead and contribute to the success and growth of a dynamic and challenging organization, whilst also pushing my limits to improve my professional skills while working with the support of competent peers and under the guidance of experienced professionals to reach the pinnacle of success

EXPERIENCE

TIME MACHINE GROUP | Dubai, UAE

HR & Operation Assistant June 2020 – present

- Supporting the development and implementation of HR & administration initiatives and systems.
- Providing counseling on policies and procedures.
- Being actively involved in recruitment by preparing job descriptions and managing the hiring process.
- Monitor the order status and inventory levels on regular basis and take actions with supplier based on actual sales pattern.
- Review the distribution of orders based on sales rate and the budgets revised distribution wherever required.
- Assist the buyer in fixing the retail selling price in line with overall margin
- Manage the supplier relationship in the organization and the correct manner of addressing issues with supplier.
- Review and analyze stock/sales report on daily basis and understand top sellers in each department.
- Conducted competitor analysis and market review on periodic basis to understand the trends.
- Assist the supplier with all necessary assistance in ensuring timely delivery of goods.
- Review employment and working conditions to ensure legal compliance.

SFA ROMANI TRADING LLC| Dubai, UAE

Accounts and Operation Assistant February 2017 – June 2020

FRENCH FRAGRANCE BASE OIL COMPANY Société Française d'Aromatiques" Romani

- Supporting the sales team in getting maximum orders & manage their accounts by providing the best prices with routine enquiries.
- Record Accounts Payable and Accounts Receivable, keep proper track via accounting software; verifying totals; preparing report
- Follow up with customer for due payments via email & phone calls.
- Responsible for serving as the primary liaison between the sales department, marketing staff, senior managers and the rest of the company.
- Maintain & Processing all commercial documents, including contracts, sales related letters, proposals, internal documents and perform general administrative tasks.
- Manage all commercial data (MDM requests, CMIRs, prices and price conditions, product portfolio, products submitted etc).
- Solving all the local and international enquiry via phone and emails regular basis.
- Maintaining accurate accounts and records of the company and dealing with financial irregularities and taking remedial measures to rectify the same
- Preparing and presenting the financial data in support of the internal program reviews, customer reviews, and analysis on special requests from customer

- Submitting statement of account to customer monthly or after the course of business.
- Preparing & maintaining all the Purchase, Sales Invoice & Bank Reconciliation.
- Preparing the reports to reflect the period of performances, for Income & expenditure statements.
- Protects organization's value by keeping information confidential.
- Maintain the record for the Inventory in warehouse and release with in FIFO Method.
- Assisted accounts receivable in collecting from severely delinquent accounts.
- Co-coordinating with France office for new items and any updates in exiting items.
- Updating France office on weekly basis on the orders. All necessary activities confirmed from branch office to head office.
- Responsible for uploading online MIRSAL II details in Dubai Trade site for the BOE, and clearing the shipment.
- Keeping records and reporting to management of SFA's GCC customers.

SHREETECH LIFE SCIENCSE PVT. LTD. | Delhi, INDIA

Office and Accounts Executive June 2014 – December 2016

- Maintains accounting ledgers by verifying and posting account transactions – Purchase & sales, Income and expense.
- Reports sales taxes by calculating requirements on paid invoices.
- Contacting the potential customers among pharmaceutical sector and scientific laboratories and giving them brief introduction about the company and its products.
- Managing the inventory control to make sure the smooth operation of the business.
- Assigned financial transactions like bank reconciliation, receivable follow up.
- Responsible for the procurement till delivery of the goods.
- Documentation to customs to get the eligible refund of the tax paid.
- Review of information about demands and derivation of supply and proposal preparations, in private and government both the sectors.
- Clarification of bid conditions and management of the tender preparation
- Contribution in cost and price calculations & tender reviews and deadlines and adjust them to the frameworks given by the customers.

EDUCATION

- **DELHI UNIVERSITY, INDIA** Bachelor's in Commerce **May, 2015**
- **CBSE 12th Board – Commerce** **April, 2012**
- **CBSE 10th Board – Commerce** **April, 2010**

SKILLS

Team Management and Teamwork	Decision Making
MDM requests	Efficient Time Management
Conflict Resolution	Product Management
Adaptability	Communication
Planning Competitive Analysis for sales	Inventory control
Understanding Customer Requirement	Self Organized

TECHNICAL SKILLS

ACCOUNTING SOFTWARE:

SAP:	● ● ● ● ○
Tally ERP 9:	● ● ● ● ○

BASIC SOFTWARE:

MS EXCEL:	● ● ● ○ ○
MS WORD:	● ● ● ○ ○
Coral Draw:	● ● ● ● ○
Adobe PageMaker :	● ● ● ● ○

PERSONAL DETAILS

Nationality – Indian

Date of Birth – 14th June 1995