



Devansh Seth

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Objective

To start a management career by joining well settled and highly professional organization that provides good career advancement where I can contribute and give my best for benefit of the organization

Job Profile – Purchase Assistant

- *Handling the purchase orders and making the orders in timely manner.*
- *Identifying the suppliers and negotiating with them for the materials prices in order to reduce the cost of materials.*
- *Follow up of orders with the suppliers in order to arrive it on time.*
- *Identifying and calculating the quantities to be ordered after coordinating with stores and sales team.*
- *Reducing the dead stock of materials by identifying the product movement for previous months and future requirements*
- *Assisting in controlling the cost of materials.*
- *Follow up with stores for materials received and tallying it with the supplier's invoices and purchase orders.*
- *Receiving quotations from various suppliers and identifying the best among them after comparison of their prices, quality and material availability.*
- *Handling the data entry operation of supplier's invoices.*
- *Follow up with Accounts department for supplier's payment.*
- *Monitoring the daily movement of products in order to identify their demand.*

Job Profile (Accounts Assistant)

- Follow up with customers for payments collection and resolve any issues therein
- Handling data entry operations.
- Daily cheque and cash handling and depositing it into bank.
- Sending the Statement of Accounts to all customers every month end.
- Keep updated records of customers and suppliers.
- Reconciling the suppliers Statement of Account with our books every month.

Academic Credentials

- B.Com from Mahatma Gandhi Kashi Vidyapeeth in 2018.

Key Skills

- Quick Learner
- Leadership and Team Building
- Positive Attitude
- Strong conselling and convincing techniques.

Work Experience

- Gracelands Development Pvt. Ltd, Kanpur, India from June 2019 to February 2022.

Skills and Certificates

- MS Office.

Personal Details

• Date of Birth	• 07 ^h February 1997
• Nationality	• Indian
• Marital Status	• Single
• Language Known	• English, Hindi
• Visa Status	• Visit Via valid till October 2022

I hereby declare that all the information provided here is correct to the best of my knowledge and belief and I promise to abide by all the norms laid down by your esteemed organization.

(Devansh Seth)