**CURRICULUM VITAE**

**Suman Rawat**

**Correspondance Address :**

B-25/4-4, Shyam Vihar Phase-2,

Najafgarh, Delhi- 110043

**Date of Birth:** 31st July 1987   
**Contact no**.:**+91- 9711700507**

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**My Portfolio- https:/www.behance.net/suman\_rawat87**

**Objective**

To grab a position that allows me to use and improve my skills. Looking forward to take big responsibility and to serve to show my skills.

**Qualification**

* Bachelor of Arts, C.C.S. University, 2009.
* Diploma of one year in Computer Application in 2006
* Diploma of six months in typing.
* Diploma in **Graphic Designing Course** in 2020 from **Arena Animation.**

**Areas of interest**

* Possess good communication and organizational skills
* Knowledge of Microsoft Word, Excel and PowerPoint
* Good customer handling skills
* Possess excellent presentation and analytical skills
* Knowledge of ERP & Salesforce.

**Internships in Graphic Designing**

* **3 months with ASMI.**

Designed Social Media Posts, Web Banner, Campaigns, Event Invitations

* **2 months with Fab Marble.**

Designed Social Media Posts, Campaigns, Banner, Product Marketing, Branding.

* **Designed 33 Pages of Catalogue for Greatlife Fitness Company.**

**Previous Employer**

Worked With **Batra Henlay Cables** as a Dispatch Coordinator from August 2018 to January 2019.

**JOB RESPONSIBILITIES:**

* Generation of quotations and Proforma invoice.
* Arranging samples from factory and executing to customers.
* Coordination with warehouse Managers for daily dispatches.
* Co-coordination, Negotiation with the transporters.
* Ensuring Dispatch Details and send to the customer on daily basis.

**Previous Experience**

Worked With **India Dye Chem** as a Logistics Executive from December 2015 to July 2018.

**JOB RESPONSIBILITIES:**

* Handled dispatch activities which include cross check the PI & PO, Stock availability & movement of goods from our warehouse.
* Co-coordination, Negotiationand finalization with the transporter.
* Ensuring Dispatch Details and send to the customer on daily basis.
* Tracking the dispatches and ensure that the material reaches on time at the customer end.
* Ewaybill generations.

**Previous Experience**

Worked With **Assotech Electronics Pvt. Ltd. (Fitness World)** as Sales Coordinator from November 2012 to November 2014.

**JOB RESPONSIBILITIES:**

* Maintained MIS for management review.
* Preparation of Quotations & Performa Invoices according to the sales team requirement.
* Coordinated with the team regarding new orders, pending payments and ‘C’ forms.
* Coordinated with logistic dept. regarding dispatches of orders.
* Coordinated with Accounts dept for generating invoice against each purchase order and pending c-forms & due payments.

**Previous Experience**

Worked With **Hotline Switchgear & Controls** as a Supply Chain Executivefrom February 2009 to October 2012.

**JOB RESPONSIBILITIES:**

* Handled entire dispatch independently.
* Coordinated with customers regarding pending orders.
* Coordinated with all departments (QC, Production, Store, Purchase) regarding finished goods.
* Responsible for punching orders and raised invoices in ERP.
* Coordinated with Head-Accounts regarding pending & fresh payments of customers & dealers.
* Reported to CEO about dispatch status of pending orders on daily basis.

**Previous Experience**

Worked with **Hindustan Insecticides Ltd.** as back-office executive since January 2008 to Jan 2009 on contractual basis.

**JOB RESPONSIBILITIES:**

* Prepared quotations for desktop and laptops for all the depts.
* Entered vouchers in Tally.

**Personal Information:**

* Husband’s Name : Mr. Hemant Singh Rawat
* Marital Status : Married

I hereby declare that above information is true to best of my knowledge.

Suman Rawat