

## S. Uma Maheswari

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### Technical Experience

- Include **2years' 4 months Experience** in Admin Executive cum sales & service co-ordinator like Attendance, office Maintenance, Order processing, billing, dispatch, delivery follow-up
- Include **3years' Experience** in TDS filling and tax filing yearly & quarterly.
- Over all **5years' 4 months Experience** in Admin Executive, tax filing, Product Manufacturing
- Attendance Employees Attendance Updation and leave management
- Order processing for both sales and service
- Order placement and tracking the shipment and followups until its received at customer end
- Checking and verifying purchase orders of customers,
- Providing Production, Billing & Dispatch Clearance To Factory, Co-ordination with HO
- Proforma invoice Creation Sales & Service
- Facility Management

### Experience

- 1) **1JAN 2023 – still Work as a Admin Executive cum sales/service co-ordinator at Atandra Energy PVT. LTD., Bangalore**

#### **Roles : Stabilizer/UPS Manufacturers**

- OAN sales and service
- Attendance management
- Proforma invoice Sales & Service Creation
- Factory & HO follows ups for production, Billing and Dispatching
- Updating Dispatch details to customer
- Leads, prospect creation for key accounts
- TDS Mail to Customer
- Database Creation & correction
- Invoice sending to customer along with supporting documents
- PM permission mail to customer
- Office material arrangements
- Incentive form for sales and service
- Sales Monthly & weakly presentation creation
- Employee Entry and exit formalities for branch (between Management and Employee)
- Executive claim sending to HO follow up with accounts.

- MIS report handing
- Assigning Leads To Concerned Sales Executive
- Communicated estimated delivery time to customers and informed guests of delays and reevaluated times to keep clients calm.
- Payment Follow-ups
- Working on EIS software (Like ERP/SAP)
- Handling OEMs & Deales account (their full business activities with us)
- Maintaining good relationship with customers and employee

**2)Oct 2020 – Jan 2023 as a Senior Executive at Keerthi Business Solution - Bangalore**

**Roles :**

- TDS Filing Quarterly
- TDS CORRECTION
- 24G Filing, maintaining office data
- Billing work

**3)Jun 2019 -May 2020 Assistant finishing - Celebrity Fashion Limited-Chennai MEPZ**

**Roles:**

- Packing calculation work,
- Uploading data's in software,
- Printing stickers,
- Closing FGR, MIS REPORT creation,
- DPR updating, daily line plan creation.

**4)Mar 2019 –May 2019 Working with FLEX Chennai as manufacturing operator.**

**Roles:**

- Audio testing,
- Redmi Note 7 Manufacturing
- Sim insertion techniques
- Product full testing

**5)Oct 2018 –Feb 2019 Working with M-Auto pvt Limited, Alandur Chennai as Manufacturing operator.**

**Roles:** Telecaller (Part time)

- Inbound and Outbound calling,
- Attaching autos in software

### Academic Qualification

- BE/EEE- May 2019- **"First Class"** with an aggregate of CGPA 8.5 in, Sathyabama institute of science and technology, Tamil Nadu.
- **HSC** -March-2015- **"First Class"** with an aggregate of 84 % in Kavitha matriculation higher secondary school, Tamil Nadu.
- **S.S.L.C** –March 2013 with an aggregate of **91%**in Kavitha matriculation higher secondary school, Tamil Nadu.

### Personal Details

Name	:	S.Uma Maheswari
Father name	:	Saravanan
Date of Birth	:	12 <sup>th</sup> Jan 1998
Marital Status	:	Married
Age	:	27
Nationality	:	Indian.
Language	:	Tamil, English, Kannada

### Declaration

I hereby declare that the details given above are true to the best of my knowledge.

Place : Yours faithfully

Date : [ Uma Maheswari S]