

CURRICULUM VITAE

Nair Rohit Chandrashekharan

Mumbai

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Education:

Serial no	Qualification	Institute	University	Subjects	Passing year	Percentage/ Grade
1	SSC	PMM INNERWHEEL SCHOOL	MAHARASHTRA STATE BOARD	English, Hindi, Maths, Science	2011	69.64
2	HSC	SMT CHM COLLEGE OF ARTS, SCIENCE AND COMMERCE	MUMBAI UNIVERSITY	Economics, Book keeping, Secretarial Practice	2013	65
3	B.COM	SMT CHM COLLEGE OF ARTS, SCIENCE AND COMMERCE	MUMBAI UNIVERSITY	Accounting	2016	B GRADE
4	MMS OPERATIONS	PILLAI INSTITUTE OF MANAGEMENT STUDIES	MUMBAI UNIVERSITY	Logistics and supply chain management, Materials management	2019	B+ GRADE

Work Experience:

Name: Bluedeerbaj FZCO (Payroll of Oasis Consulting)

Experience: August 2018 – Till date.

Role: Jr Officer (Documentation and support).

Documentation

Preparation of commercial invoice, sales documents, packing list, purchase order and Delivery Notes.

Managing inventory in the system basis purchases and sales booked batch wise.

Booking GRN, Delivery Notes and Sales order.

Booking of transportation, warehouse, etc. invoices received from service providers in ERP system.

Maintaining customer's database in CRM (MAXIMIZER)

IT skills:

- MS excel
- Hands on experience in ERP SYSTEM (ORION)

Strengths:

- Convergence to new working environment.
- Quick Learner.
- Good Listener.
- Flexible

I hereby declare that the above written particulars are true to the best of my knowledge and belief.