My responsible Activities at a glance: ---------------

My daily Working:--

1. Order collation and invoicing
2. Dispatch and courier details- Hole Billing & Sales Return of Uttar Pradesh
3. Material Verified and Transfer to courier & Transport
4. Material tracking with supporting of courier
5. Office attendance send HR
6. Ageing and stock report
7. Parties document verification and process- Claim, IPT Etc.
8. POP & Demo send to sales team and reports
9. Team Expenses (Expro) Details
10. Daily collections send to RO and reports.
11. It related works
12. Legal works
13. Sales return verification
14. Outsourcing works – Electricity, Telephone & Internet
15. Daily expenses entry in manual book
16. Purchase report and material verification
17. Handle local parties – Sale & collection
18. FA Salary Letters Verification

My Monthly Working: ----

1. Stock verification Batch wise
2. Form “D” Submission
3. Office Expense Verification & submission
4. Monthly Stock report
5. Cash discount Sheet send to RO
6. Monthly Requirement Plan
7. Target & Sale Reports
8. Office maintenances verification
9. Sales tax data
10. Monthly pending issue
11. Vendor Bills verification and forward to RO
12. UP parties statement send to sales team monthly
13. RCP of EUP