

Neha R Redkar



Mumbai



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➤ Work Experience :

Frigorifico Allana Private Limited

[October 2023 - Present]

Designation : Senior Executive

Department : General Trade - Retail Oils

Responsibilities :

- Responsible to E-mail below reports on daily basis to the HOD and CEO:
 1. Sales Report : Category Wise
 2. Area Wise Sales Report
 3. Pending Dispatch Report
- Monthly review file along with PPT.
- Growth Analysis & Preparing Presentation
- Sales Performance Dashboard
- Closing stock Report – Monthly.
- Verifying & Validating Distributors Claims.
- Calculating Sales Persons Incentive.
- Circulating Price List – Area wise
- New Customer Code Generation
- Off Roll Attendance
- Tasked with managing the execution of Primary schemes for distributors.
- Generation of various reports as and when required.
- Responsible to maintain & update YTD Sales file.
- Creating Purchase Requisition (PR) and Good Received Note (GRN) in oracle for payment processing.

SEBI (Securities and Exchange Board of India), BKC [September 2022 – October 2023]

Designation : Admin support executive equivalent to MIS Executive

Department: Market Regulatory Department

Responsibilities :

- Reporting to Deputy General Manager and ad-hoc reporting to General Manager
- Collect, clean, analyze and structure data using pivot tables, excel formulas like lookups, conditional formatting and others.
- Register case in CMS – Share portal whether its Warning to entity or advice or other.
- Generating quarterly report of the division in portal.
- Approve leaves of the officers from portal.
- Assistance in preparation of documents like Show cause notices, hearing notices, draft notes.
- Maintain file list and inward documents of the division in excel

Shivam Autozone Nexa

[October 2021 – September 2022]

Designation : Back office executive

Responsibilities :

- Maintaining and updating enquiries data on daily basis by using pivot table, lookups formulas and others.
- Collect data from different portals like hyperlocal, carwale and cardekho
- Generation of various reports that are required by the organization from time to time.

- Responsible to E-mail daily leads report on daily basis to the CEO, Manager & HOD.

Tax Consultant

[December 2020 - September 2021]

- Responsible to do Bank statements entry in Tally ERP 9 also sales-purchase entry and Bank reconciliation.

I4 Video Analysis Private Limited Company

[April 2018 – August 2020]

Designation : Data Entry Operator

Responsibilities :

- Project of Qatar Road Survey
- Responsible for making reports on excel (Reports on classification of different vehicles running at quatar's various locations via analyzing video footage which we receive from the Project Manager)
- Responsible to mail structured data on daily basis to the HOD.

➤ **Educational Qualification :**

Bachelor of Commerce :

Accomplished T.Y.B.com in **April - 2018** with **1st Class**.
University of Mumbai

Higher Secondary Education :

Accomplished H.S.C in **February - 2015** with **1st class**.
Maharashtra State Board

Secondary Education :

Accomplished S.S.C in **March – 2013** with **1st class**.
Maharashtra State Board

➤ **Technical Skills and Cerifications :**

- Accomplished MS-CIT (Maharashtra state certificate in Information Technology) in August 2015 with 79 % marks.
- Google Sheets
- Excel Dashboards
- Microsoft Powerpoint Proficiency.
- Advanced Microsoft Excel Proficiency:
Skilled in utilizing complex functions and features, including :
 - Advanced formulas such as IFS functions
 - Pivot tables and Slicers
 - Macros
 - VLOOKUP and HLOOKUP
 - Charts and Conditional Formatting
 - Extensive experience in data analysis and reporting.
- Accomplished Microsoft Excel – Excel from Beginner to Advanced course on Udemy.
- Accomplished Microsoft Power BI Desktop for Business Intelligence course on Udemy.

➤ **Languages :**

English, Marathi, Hindi

