



Vinay Srivastava

SAP Accounts Executive – Logistics & Sales – Creambell

Contact

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Education

MA - 2007

Lucknow University

BA - 2005

Lucknow University

Skills

SAP-MIGO-MIRO

MIS Management

Admin

Accounting

Commercial

Logistics Management

Dispatch Management

E-Way Bill

Inventory Management

Forecasting

Data Reconciliation

Competitive Analysis

Microsoft Excel

MS PowerPoint

MS Word

Profile Summary:

Hi, I am Vinay Srivastava working as an Accounts Executive – Logistics at CreamBell (Devyani Food Industries Ltd). I am currently responsible to manage the accounts and entire management of logistics and dispatch of required materials in operations of sales and maintenance team at Ghaziabad Hub Office.

Prior to CreamBell, I worked in Amar Ujala as a MIS and Accounting Executive for total 5 years wherein I managed the Accounting and MIS data of Sales and Commercial team.

I started my professional journey in Sep 2006 in Lucknow with Hindustan Media Ventures Ltd as a MIS Executive (3rd party) eventually rewarded with on roll employee status. I spent total 10 years in Hindustan Media Ventures Ltd which gave me immense knowledge of operations of various sectors like logistics, commercial, accounts, BPO, media and sales.

I am a hardcore Accounting and MIS Management person with a stable track record of total 16 years in various sectors. I understand emerging tech solutions and their application very well and given a chance can prove my caliber. My vast experience has given me in-depth knowledge of Microsoft Office Suite, MIS Management, Accounting, Commercial, Logistics, Inventory Management, Sales operations etc.

Work Experience:

Accounts Executive – Logistics and Sales - Creambell (May 2021 – Present) (Ghaziabad)

- Managing the entire functional commands of MIGO-MIRO process in SAP
- Booking of proper receipts vouchers and GRN
- Preparation of daily/weekly collection report
- Monitoring of Cheque bouncing
- Managing the accounts and entire management of logistics and dispatch of required materials in operation of Sales and Maintenance Team
- Managing the entire admin part of Ghaziabad Depot of Creambell Ice Cream which includes management of warehouse keeping, conference schedule management etc

Accounts Executive – Sales and Commercial - Amar Ujala (Dec 2016 – May 2021) (Kanpur and Agra)

- Managed the MIS data and Accounts of Sales and Commercial team
- Tracking of MRR/GRN for vendors
- Maintained tracker of Vendor schemes for payout of incentives for Sales team

Accounts Executive- Sales and Commercial - Hindustan Media Ventures Ltd (Sep 2006 – Dec 2016) (Lucknow, Allahabad and Aligarh)

- Managed the Accounting and MIS data of Sales and Commercial team
- Processing of credit notes of expiry and return
- Maintaining the data of additional schemes for bonus and incentives for Vendors and Sales
- Maintained the tracker of credit note, unsold items and outstanding
- Maintained and shared weekly reports of overdue/outstanding and payment follow up