

ABHIJIT RAY



BILLINGS & STOCK EXECUTIVE IN RETAIL

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As a highly experienced Billings & Stock Executive in the retail industry, I have a proven track record of successfully managing inventory and invoicing processes to ensure efficient and accurate operations. With over 5 years of experience in this role, I have developed strong organizational skills and attention to detail that have allowed me to consistently meet tight deadlines while maintaining high levels of accuracy. My biggest achievement was implementing a new inventory management system that resulted in a significant decrease in stock discrepancies and improved overall efficiency. I am also known for my excellent communication skills and ability to work collaboratively with cross-functional teams. My strong analytical skills and proficiency in various software systems make me an asset to any organization.

EXPERIENCE

July 2023 - Now

**Billing & Stock
Executive in Retail.**

Jawhara Goldsmith LLC / United Arab Emirates, Dubai

As a Billing & Stock Executive in Retail at Jawhara Goldsmith LLC in the United Arab Emirates, I had the opportunity to gain valuable experience in managing billing and inventory processes within a fast-paced retail environment. During my tenure, I was responsible for ensuring accurate and timely billing, as well as maintaining optimal levels of stock to meet customer demand.

- Managed billing process
- Maintained optimal stock levels
- Ensured accurate and timely billing
- Improved inventory management efficiency

March 2022 - July 2023

**Accounts and Import
& Export Knockoff
Executive**

Keventer Agro Ltd / India, Kolkata

As an Accounts and Import & Export Knockoff Executive at Keventer Agro Ltd, I was responsible for managing the financial aspects of import and export operations. This role required attention to detail and knowledge of international trade regulations.

- Managed financial aspects of import/export operations
- Ensured compliance with international trade regulations
- Maintained accurate records for all transactions
- Coordinated with suppliers and distributors for timely delivery
- Collaborated with cross-functional teams to streamline processes
- Conducted market research to identify potential business opportunities

July 2020 - February 2022

**Junior Associated
Billing Executive**

Balmer Lawrie & Co Ltd (CFS unit of Import & Export Department) / India, Kolkata

As a Junior Associated Billing Executive at Balmer Lawrie & Co Ltd, I gained valuable experience in the Import & Export Department of their CFS unit in India. During my time at the company from July 2020 to February 2022, I was responsible for handling billing processes and ensuring timely and accurate invoicing for clients. This role allowed me to develop strong attention to detail, time management skills, and knowledge of import and export regulations.

- Managed billing processes
- Ensured timely & accurate invoicing
- Developed attention to detail
- Gained knowledge of import/export regulations

April 2019 - July 2020

Commercial Executive

Adani Wilmar Ltd / India, Kolkata

As a Commercial Executive at Adani Wilmar Ltd, I was responsible for managing the commercial aspects of the company's operations in India. This role required me to have a strong understanding of the market and industry trends, as well as excellent negotiation and communication skills. I worked closely with cross-functional teams to ensure the smooth flow of business operations and achieve our sales targets.

- Developed and implemented strategies to increase sales revenue
- Conducted market research and analysis to identify new business opportunities
- Negotiated contracts with suppliers and vendors
- Coordinated with logistics team to ensure timely delivery of products

November 2017 - April 2019

Billing & Stock Management Executive

Kusum Times Agencies Pvt. Ltd (Samsung Mobile Distributor) / India, Kolkata

As a Billing & Stock Management Executive at Kusum Times Agencies Pvt. Ltd (Samsung Mobile Distributor), I was responsible for overseeing the billing and stock management processes of the company. During my time at the company, I gained valuable experience in effectively managing and organizing inventory levels and ensuring timely and accurate billing for all transactions.

- Managed inventory levels to ensure efficient stock management
- Oversaw billing process for all transactions
- Maintained accurate records of stock and billing information
- Collaborated with sales team to forecast demand and plan inventory levels
- Implemented new system for tracking stock movement and reducing errors

May 2014 - November 2017

Accounts Assistant cum Cashier

B.G. Distributors & Shradha Agencies Pvt. Ltd.(Distributors of P&G) / India, Kolkata

As an Accounts Assistant cum Cashier at B.G. Distributors & Shradha Agencies Pvt. Ltd., I was responsible for ensuring accurate and timely financial transactions and maintaining the cash register for a period of 3 years and 6 months.

- Managed daily cash transactions
- Reconciled bank statements
- Prepared financial reports
- Assisted in budget planning
- Processed invoices and payments
- Maintained accurate records of sales and expenses
- Collaborated with team members to improve accounting processes

February 2008 - May 2014

Junior Accounts Assistant

M/s Choudhury Construction / India, Kolkata

As a Junior Accounts Assistant at M/s Choudhury Construction in India, I gained valuable experience in managing financial records and assisting with day-to-day accounting tasks. I worked closely with senior accountants to ensure accuracy and efficiency in financial operations.

- Assisted with accounts payable and receivable

- Prepared monthly financial reports
- Managed payroll and employee records
- Conducted bank reconciliations
- Maintained accurate and organized financial records

EDUCATION

2007 - 2009 Chhatrapati Shahu Ji Maharaj University / India, Kanpur
Bachelor of Commerce

SKILLS

Computer in Windows XP operating System	Experienced	MS-Office & Advance Excel, Internet.	Experienced
DMS Operating System	Experienced	Tally ERP 7.2, Tally ERP9.	Expert
SAPHANA (Material Management)	Skillful	Import & Export Container Billing In I-comet Operating System.	Experienced
Fact ERP Operating System.	Experienced	Suntech Operating System.	Experienced

HOBBIES

Music , Movies

LANGUAGES

English

Hindi

Bengali

PERSONAL INFO

Date of birth: 12 August 1985

Place of birth: Chandannagore

Nationality: Indian