



Linta Augusthy

Assistant Manager

Highly skilled professional with 12 years of Experience in Admin, AR/AP, Invoicing, Customer Care. Track record of exceptional results in fast-paced environments. Multitasking expert, MS Office proficient. Committed to high-quality support, exceeding expectations.

PROFESSIONAL EXPERIENCE

Lead- SCM-Operations & Supply Relationship

Global Electronics, Bangalore, India

Aug 2023 - Present

- Developing production and procurement plans to meet demand.
- Analysing data to identify trends, risks, and opportunities within the supply chain
- Coordinating the movement of goods, transportation, and distribution.
- Handling documentation and customs requirements for international shipments.
- Negotiating contracts and terms with suppliers to optimize costs and quality.
- Managing supplier relationships and assessing vendor performance.
- Calendar Management
- Booking the appointments with clients
- Mail handling
- Preparing Excel Reports
- Petty Cash Handling

Assistant Manager - Admin & Finance

Nov 2015 -Jun 2023

Numato Systems Pvt.Ltd, Bangalore, India

- Order Management: Efficiently manage the end-to-end sales order process, including order entry, shipment processing, invoicing, and logistics coordination.
- Maintain backup quotations, and monitor receivables and Days Sales Outstanding (DSO) in Oddoo
- Customer Relations: Represent the company to harness makers, provide support for order fluctuations, shortage/expedition orders, returns, credit/debit issues, and accounts receivable.
- Sales & Operations Planning: Coordinate with customers to collect 18-month forecasts, analyze data against open orders, and prepare monthly Sales & Operations Planning reports.
- Cross-Functional Coordination: Collaborate with global and local teams to enhance order management processes, align cross-functional teams, and deliver an enhanced customer experience.
- Problem Solving: Evaluate operational situations and make informed decisions to provide effective support and response.
- Petty Cash Management: Maintained and reconciled petty cash register.
- Invoice Processing: Submitted invoices to the receivables team.
- Bookkeeping: Recorded invoices, bank transactions, and payments accurately and efficiently.
- Bank Reconciliation: Reconciled accounts payable and receivable, resolving discrepancies.
- Export and Domestic Invoices: Handled invoicing for export and domestic transactions.
- Export Coordination: Managed export intimation with banks and customs.
- Documentation: Prepared import and export payment documents.
- Logistics Invoices: Processed and verified invoices for the logistics team.
- Email Handling: Efficiently managed email correspondence.
- Shipping Documentation: Created shipping documents for export shipments.
- Shipping Carriers: Interacted with shipping carriers like FedEx, DHL, UPS, and Speed Post.
- Compliance: Submitted import and export documents to Bank for auditing purposes.
- Vendor Management: Managed vendor forms and relationships.
- MIS Reports: Prepared and maintained MIS reports, assisted in budgeting.
- RMA Shipments: Handled return merchandise authorization (RMA) shipments.

 Bangalore, KA 560105

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Customer Care Executive

WYN Training Solutions – Wayanad, Kerala Sep 2014 – Nov 2015

- Team Management: Oversaw a team of representatives providing customer support.
- Complaint Resolution: Successfully resolved customer complaints with a positive attitude.
- Monitoring and Guidance: Monitored teammates' work and helped when needed.
- Training Records: Maintained training records and updated data regularly.

Administrative Assistant

Mariampur Hospital, Kanpur, UP Apr 2011 – Aug 2014

- Calendar Management: Effectively managed schedules, appointments, and meetings. Travel Arrangements: Coordinated travel logistics for administrators and doctors.
- Financial Records: Maintained billing records and performed general accounting tasks.
- Customer Support: Provided exceptional customer service and resolved inquiries.
- Communication Management: Answered calls, replied to emails, and managed office communication.
- Appointment Scheduling: Arranged appointments for patients.
- Record Management: Maintained and organized office records both electronically and manually.
- Office Inventory: Ordered and tracked office supplies.
- Meeting Coordination: Scheduled meetings and reserved conference rooms.
- Database Maintenance: Ensured confidentiality and accuracy of important databases.
- Document Preparation: Prepared letters and other documents as per administrator's requests.

EDUCATION

Diploma in Secretarial Practice

Holy Cross VTI, Lucknow, India

Pursuing Digital Marketing

Inmakes Learning Hub

KEY SKILLS

- ❖ Leadership
- ❖ Communication
- ❖ Problem-solving
- ❖ Teamwork
- ❖ Attention to Detail
- ❖ Decision Making
- ❖ Time Management
- ❖ Multitasking
- ❖ Flexibility

ADDITIONAL SKILLS

- ❖ Microsoft Office
- ❖ Odoo Accounting Software
- ❖ Quickbooks
- ❖ Netsuit
- ❖ Tally
- ❖ V lookup
- ❖ Pivot Tables
- ❖ Amazon Inventory
- ❖ Typing speed of 50 WPM
- ❖ MIS Reports

LANGUAGES

- ❖ English
 - ❖ Hindi
 - ❖ Malayalam
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