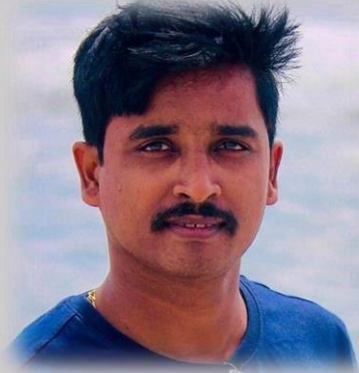


# Basavaraj

## Sipay



### Contact

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**LinkedIn:**

[linkedin.com/Basavaraj sipay](https://www.linkedin.com/Basavaraj_sipay)

### Languages

English – A1

Hindi – A1

### Hobbies

- Photography
- Bike Ride

### Summary

Having Overall 3.8 years of experience into (System Admin)as MIS Executive

A dedicated and trusted proactive human resource who is looking for a challenging position as the mentioned position in an organization in which I am able to utilize my knowledge and experience to bring battement to organization.

### Skill

MS Office Word  
MS Office Power Point  
Excel VLOOKUP  
Excel Pivot table  
Google Sheet  
ORACLE  
Strategic Planning  
Data Analytics  
Decision making  
multi-tasking  
Goal-Oriented  
Team Leadership  
Presentation  
Client Communication  
Time Management

### Experience

**Adim Executive** –05/2023 to present

**Akasa Airlines, Bangalore India**

Looking into all office activities staff attendance

- Following up all original import shipping documents and clearing the shipments on arrival through nominated shipping agent, taking freight quotes and confirming bookings
- Allocating rooms for training sessions.
- Maintained office supplies inventory by checking stock and ordering new supplies.
- Handling receivables and payables
- Preparing sales & purchase invoices  
Keeping & Recording Day to day record of system transactions.

**System Administrative** - 09/2018 to 12/2022

**Shree Cement Ltd, Gulbarga, India**

MIS (Mining information system) as System Admin.

- Monitoring and supervising related for labor force (Attendance, Salary, PF).
- Ensuring staff comply with company and health and safety regulations.
- Collecting data from mining machinery and maintaining database in Excel.
- Handling all mining related paperwork from government officials & visiting to Government Offices.
- Include settlements, clearances, record maintenance,

regulatory compliance, accounting, and IT services.

- Dealing with client queries through emails and phone calls.
- Requesting estimating team to quote for client requirements.
- Making final sample for the client by coordinating with design department.
- General Ledger Accounting
- Handling Receivables and payables
- Preparing sales & purchase invoices
- Keeping & Recording Day to day record of system transactions.
- Updating Payment, Cheque receiving & cash payment
- Deposit & Receipts etc
- Handling petty cash and controlling all expenses.
- Handling bank accounts and Bank reconciliations.
- Handling and maintaining Accounts up to finalization.
- After getting sample approval from client, the job details will be entered in system for proceeding with production.
- Closely following with production team for smooth flow of job process.
- Creating documents like (Invoice, packing list, official quotation and delivery advise)
- Communicating with accounts team for closing invoice once the job is done.
- Doing Administrative tasks such as (Data Entry, Filing, Emailing, Ms. Excel, Ms Word, Power Point Presentation, VLOOKUP, Google Sheets and Pivot table)

## **Education**

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Bachelor of Computer Application: **Computer Information Systems** - 2013  
**Gulbarga University, India**