

NIKHIL RAJ

Operation and Billing

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ABOUT ME

I am a dedicated and detail-oriented professional with hands-on experience in pharmaceutical distribution, focusing on operational coordination and billing processes. With a strong understanding of the pharma supply chain, I have successfully managed day-to-day operations including inventory handling, sales return management, order processing, billing execution, and client coordination. I ensure accurate and timely billing, maintain compliance with GST/E-invoice norms, and collaborate with sales teams and stockists to streamline processes and resolve issues efficiently. My commitment to accuracy, process optimization, and customer service has contributed to smooth backend operations and enhanced distributor performance

EDUCATION

BHONWAL SCHOOL OF ENGINEERING

Diploma in civil engineering

2018-2021

UP BORAD

Intermediate

2016-2018

CBSE BOARD

10th

2014-2016

WORK EXPERIENCE

• SHOORA HEALTHCARE DISTRIBUTORS LLP

Work Profile: Operations & Billing

- Manage daily billing activities including creation of sales invoices, credit notes, and E-invoice generation as per GST compliance.
- Coordinate with medical representatives, sales teams, and stockists for order processing and dispatch schedules.
- Handle salable and expiry return billing, ensuring timely credit and stock adjustments.
- Monitor outstanding payments, follow up with parties for collections, and update finance teams accordingly.
- Maintain and update records in SAP systems, ensuring accurate inventory and billing data.

SKILL

- Billing & Invoicing (GST/E-Invoice)
- Sales & Expiry Return Management
- SAP
- Stockist Coordination
- Order Processing & Dispatch Planning
- E-Way Bill Generation
- Inventory Management
- Principal Communication & Rate Approval
- Documentation & Record Keeping
- Backend Support & MIS Reporting

SSG INFRA

work profile : Site In charge

- Coordinated with contractors, engineers, architects, and vendors for material procurement, technical guidance, and issue resolution.
- Maintained site documentation including daily progress reports, labor attendance, material usage logs, and work quality records.
- Ensured adherence to safety protocols, quality standards, and construction best practices.
- Inspected ongoing work to ensure compliance with structural drawings and technical guidelines.
- Communicated with project management team and provided regular updates on site activities and requirements.
- Assisted in budgeting, planning, and managing site resources to avoid delays or material shortages.

KAMAL DEVELOPERS

work profile : Site engineering

- Ensured all work was carried out according to approved drawings, BOQs, and project timelines.
- Managed labor teams and subcontractors to maintain work discipline, safety, and productivity on site.
- Monitored material usage, checked quality of construction materials, and coordinated timely procurement.

LANGUAGE

- Hindi
- English