

Curriculum Vitae

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OBJECTIVE : To walk the extra mile in the Corporate World to get self-recognition.

WORK EXPERIENCE. I

RTS FOODS INDIA PVT LTD.

Designation : Junior Accountant

15th December 2017 To Current Date

JOB DESCRIPTION:

Assisting with monthly closing & supporting the Senior Accountant in carrying out the responsibility of the accounting department

RESPONSIBILITIES

- Prepare and submit weekly/monthly reports.
- Update accounts receivable and issue invoices.
- Update accounts *payable* and perform reconciliations.
- Assist senior accountant in the preparation of monthly/yearly closing.
- Assist with reviewing of expenses, payroll records etc as assigned.
- Assist in the processing of balance sheets, income statement and other financial statements.

WORK EXPERIENCE. II

IBM Daksh (CONCENTRIX), PUNE

Designation : Practitioner Crm Operation

15th March 2016 to 8th December 2017

RESPONSIBILITIES:

- There are two types of claim: hospital & medical.
- Work is reconciling bills and find out the discrepancy so the claim should be proper verifying the details of the customer.
- And if any big issue regarding bill payment, we were launching appeals and complains on behalf of member through asd application.
- Meeting tat so that client should not face any problem or any obstacles they can easily claim the amount.
- Claim denied with number code for the purpose of security reasons and claim is handle as per denial code description.
- Handling calls as per requirements of process & also handling escalation regarding penalties.

WORK EXPERIENCE. III

CHARMINAR STONE DEPOT, PUNE

Designation : Junior Accountant

1ST JULY 2011 TO 29th February 2016

COMPANY PROFILE:

Charminar Stone Depot is located in Bhosari Pune. Its deals in supplying building materials such as sand, cement and iron rod.

JOB DESCRIPTION:

Assisting with monthly closing & supporting the Senior Accountant in carrying out the responsibility of the accounting department.

RESPONSIBILITIES

- Monthly closing & preparation of monthly financial statements.
- Reconcile & maintain balance sheet & accounts.
- Draw up monthly financial reports.
- Assist with yearend closings.
- Administer accounts receivable & accounts payable.
- Prepare tax computations & filling of returns online.
- Monitor & resolve bank issues fee anomalies & check differences.
- Accounts/bank reconciliations.
- Review & process expenses reports.

COMPUTER QUALIFICATIONS

- Working knowledge of PeopleSoft, Tally Erp, Sap, Power point, Excel & Word.

EDUCATIONAL QUALIFICATION

- **B.com** with second class from Pune University 2011.
- **HSC** with second class from Pune University.
- **SSC** with second class from Maharashtra Board.

PROFESSIONAL STRENGTH

- Good analytical and process skills
- Excellent interpersonal and communication skills
- Target driven
- Open minded
- Strong leadership skills