



Skills

- MIS Reports
- TDS & GST Billing
- Handling Vendor Payables and Receivables
- Tally (Prime Gold)
- Data entry and Analysis
- Maintaining Legal Compliances
- Joining Documentation
- Schedule And Organized Events

Experience

FROM July 2022– TO TILL DATE

Administrative Assistant - 4

TATA Memorial Hospital (Parel)

- Prepare & Maintain accounts Receivable statements and send to respected clients as per the requirements
- Maintaining daily MIS /Reports
- Handling client's queries & resolve their issues over phone calls & emails on daily basis
- Coordinating on queries with other department and sections for unsolved billing queries of the invoicing and refund team
- Ensure accurate and timely client invoicing
- Preparing process documents
- Handling queries of colleagues and giving training to new Joiner
- Maintaining Data for Multiples sites
- Handling bank's statements
- Root cause Analysis for Rejected Invoices
- Interact with the clients and team to ensure smooth progress
- Assist employees to solve their salary related queries
- Preparing vouchers of expenses, Bank Transfer
- Checking Microsoft Outlook (Inbox- emails) and replying on the same on daily basis.

FROM Jan 2018– TO June 2022

Licensee executive assistant

Divya Consultancy

- Maintaining licenses for restaurants (FSSI, FIRE, EXCISE).
- Experience in Auto cad (2D civil work) preparation of raw drawing by visiting to site and convert into AUTO CAD .DWG file.
- All party payment updates in Ms excel.

- Maintaining Bank entries
- Maintaining documentation for license renewal
- Ensuring all licensee manufacturing information is filed and up to date.
- Maintaining strong relationships with licensees.

Education

- B. Com. From Mumbai University passed with 56.57 % in the year June 2015
- H.S.C. From Maharashtra Board passed with 52% in the year March 2012
- S.S.C from Maharashtra Secondary Board Passed with 75% in the year 2010

Computer Proficiency

- Computerized accounting tally
- MS-CIT Course
- Advance Excel
- English Typing

Personal Details

- Date of Birth : 27/06/1994
- Marital status : Married
- Languages known : English, Hindi & Marathi
- Permanent address : 402/B-wing, Shree Sankalp Co-op. housing Society,
Tembhipada Road, Near ekrup Gym, Bhandup (W)

Place: Mumbai

Date:

(Mithil Manoj Chalke)