

M.COM, MBA (Finance)

New Mhada CHS near Udpi Hotel

Room No. 603, A wing 6th Floor**Goregaon East -400063****Email -ulka7272@yahoo.co.in****ulka.parulekar@gmail.com**

Career Objective:

Seeking a position wherein I can utilize my skills and ability to achieve professional success. To work in a competitive environment, face new challenges and work towards achieving the organizational goals.

Summary:

❖ **06 years of experiences in the field of Administration, Accounts, Back-end operation, HR & Office Management.**

❖ **Familiar with MS Office.**

❖ **Basic Computer Course from APTECH Computer Education**

(Word, Excel, PowerPoint, Access Internet)

Tally 5.4 from **Rajashree Computer Class**

Educational Qualifications:

EXAM	DISCIPLINE/ SPECIALIZATION	SCHOOL / COLLEGE BOARD	YEAR OF PASSING	GRADE
MBA	Finance	Mumbai University	2018	B
M.COM	Commerce	Shivaji University	2004	II
B.COM.	Commerce	Kankavli College	2001	II

Work experience:

1) Working with M/s. Bridge Enterprises Ltd.

Designation : Administrator

Role & responsibilities:

- Negotiation with clients
- Kept project on budget& Moving efficiently with objective
- Credit & Collections and outstanding
- Payroll process of staff
- Liaison between senior management, employees & clients to ensure proper line/flow of communication
- Follow new ideas& innovations for making system more smoother & goal oriented
- Manage entire office
- Management of office equipment
- Maintaining a clean and enjoyable working environment
- Handling external or internal communication or management sys.
- Managing clerical or other administrative staff
- Organizing, arranging and coordinating meetings
- Time Management
- Sorting and distributing incoming and outgoing post
- Maintains workflow by studying methods

- Implementing cost reductions
- Developing reporting procedures
- Recordkeeping systems
- Budgetary and personnel requirements
- Implementing changes
- Month end closing
- Develops administrative staff by providing information
- Analyzing data, and identifying solutions
- Calling for repairs; maintaining equipment inventories
- Evaluating new equipment and techniques
- Placing and expediting orders for supplies
- Verifying receipt of supplies
- Maintain contact lists
- Assist in the preparation of regularly scheduled reports
- Book travel arrangements
- Submit and reconcile expense reports
- Collect customer feedback & analysis
- Prepare orders& work out quotations
- Attend enquires & complaints of existing customer
- Handle & Control Petty Cash
- By attending educational workshops
- Organize and Schedule meetings and appointments
- Produce and distribute correspondence Memos, letters, faxes and forms

- Sharing information by answering Questions and requests
- Maintains supplies inventory by checking Stock to determine inventory level
- Completes operational requirements
By scheduling and assigning administrative projects
- Resolves administrative problems by - Coordinating preparation of reports
- Ensures operation of equipment by completing, Preventive maintenance requirements

2) M/s. D. S. Research Centre Pvt. Ltd

Designation : Senior Accountant cum Customer Care Executive

Role & responsibilities:

- Reconciles financial discrepancies by collecting and analyzing Account information
Secures financial information by completing data base backups
- Maintains financial security by following internal controls
- Prepares payments by verifying documentation
And requesting disbursements
- Answers accounting procedure questions by researching and
- Interpreting accounting policy and regulations
- Prepares special financial reports by collecting analyzing, and summarizing account information and trends.
- Leave management

- Monitoring of reception & complete operations
- Budget Preparation/design for various activities
- Maintain Database
- HR related activates
- Petty Cash Management
- Quotations & finalize vendors / suppliers
- Scheduled interviews for new recruitment
- SIM Card Management
- Presentations preparations
- Day To Day Administration
- Bank Deposits and related tasks
- Monitoring the Staff
- Supervise Housekeeping
- AMCs Manage& controls
- Training arrangements for staff

Plan, organize, and administer the activities of department, office, or division efficiently

Maintain a creative and experimental attitude toward change in order to continuously improve the operation area of responsibility

- Interview and recommend for hire
- Establish and maintain an organizational climate that encourages the development, retention, and a high level of morale among staff
- Recommend the budget for department, office, or division
- Handling and replying to all correspondence via E- Mail
- Handling purchase & Control Expenses
- Coordinate with Field officers and Executive Director
- Arranging transport and accommodation for outdoor Programs

3) M/S. The Indian Council for Mental Health (NGO)

Designation : Admin Officer

**Role & Head Office
Responsibilities**

:

- Prepare and ensure issue of donation receipts to donors
- Updating specific donation statement of every month including disbursement of funds
- Ensure proper adherence of arrival and departure rules
- Maintenance of attendance register
- Maintain donor Data Base
- Preparing presentation and assisting General Manager for meeting
- Sending the Indent Status to respective locations
- Back – up updating For all the process
- Control & cross check attendance Registers & Thumb record
- Prepare orders& work out quotations
- Handling and replying to all correspondence via E- Mail
- Follow up with the bank
- joining formalities of all new employees
- Visit and inspect the process /suspense audit at schools
- Preparing cheques

- Preparing Vouchers For all the Locations
- supervise and control of Strictly implement all administrative processes at the Head Office
- Proper inventory control
- Housekeeping supervision
- Coordinate with schools for updating of new rules & Implementation
- Checking fees collection of School and submitting the outstanding fees list
- Invoices generating SAP
- Updating Pods in tracking system
- project work preparing tracking records
- Follow up with the clients through e-mails
- Branch calls in case of Short shipment
- Taking Invoices Prints from SAP
- Handle customer quires

Personal Profile:

Marital Status : Single

Nationality : Indian

Language known : English, Hindi, Marathi

Date:

Place: Mumbai

(Ulka Prakash Parulekar)

