

KRUTIKA PRAKASHRAO VICHARE

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Career Objective:

I wish to work for an organization which offers challenging role and provide an opportunity to work in adverse environment, which would not just enhance my current skills but would also help to acquire new ones.

Working Experience:

1) Master Data Associate (Vendors Data Management in SAP) with Vodafone shared Service Limited From 11th August 2017 to 15th August 2018.

I have been working as a GST project (MDM) in Vodafone Shared Services.

- ✓ Responsible for daily request from various Vodafone circle.
- ✓ Creating vendor data in system and additional support to stakeholder.
- ✓ Modifying data and update as per circle requirement.
- ✓ Communication with circle as per requirement.
- ✓ Data analysis and update during GST implication time.
- ✓ Data analysis while migrating data for GST implication.

2) Lead Analyst with Begin Again From 16th January 2019 to 12th February 2019.

I have been working as a LEAD ANALYST in Begin Again (Real Estate Agency).

- ✓ Responsible for daily follow up regarding Property inquiries from various source like Magic Bricks, Housing, 99 Acres, Common Floor, Walk-in, Newspaper Ad, Hoardings, Social Media, campaign, Website etc.
- ✓ Work on Received query from above sources.
- ✓ Make outbound and inbound calls.
- ✓ Communicate with lead as per their requirement/ query.
- ✓ Make them to Site Visit.
- ✓ Work on lead From Not Contacted to Deal Closure.
- ✓ Also Update Lead's Data and their follow up conversation in CRM Software.
- ✓ Update Daily Work sheet and call count sheet online.
- ✓ If any requirement is there then we also have to Generate New lead in CRM software On behalf of our senior.

Handling Projects were:

- ❖ Ratnaakar Builder's 3 projects
 - ✎ Ratnaakar Richmond Grand Annexe
 - ✎ Ratnaakar Halcyon
 - ✎ Ratnaakar Caledonia
- ❖ Swati Builder's 2 projects
 - ✎ Swati Chrysantha
 - ✎ Swati Crimson & Clover.

Upcoming Project was:

Magnate Lifestyle

3) Collection Executive with Shree Hari Group Of Companies From 14th October 2019 to December 2020.

Recently I am working as a Collection Executive in Shree Hari Group of Companies (Real Estate Company).

✚ Handling two company's payment collection.

- ✎ Shree Hari Engineering.
- ✎ Shree Hari Scaffolding.
- ✓ Monitoring accounts to identify overdue payments (debts).
- ✓ Investigate historical data for each debt or bill.
- ✓ Finding and contacting debtors to arrange debt payoffs.
- ✓ Take actions to encourage timely debt payments.
- ✓ Process payments and refunds.
- ✓ Resolving billing and customer credit issues.
- ✓ Update account status records and collection efforts.
- ✓ Sometimes have to send payment due reminder to the party on Mail / WhatsApp.
- ✓ Send Ledger, Bills, to the party on Mail / on WhatsApp.
- ✓ Print bills and give hard copies & particular parties detail to the receptionist to courier it.
- ✓ Keep eye on next bill so after generating new bill have to set reminder for the next bills follow up.
- ✓ Report on collection activity and accounts receivable status.
- ✓ Keeping accurate records and reporting on collection activity to the Owner of the Company.

Additional doing works were:

- ✓ Update Opening & Closing Stock in ERP Software (Savio).
- ✓ Enter HSN Code in ERP Software (Savio).
- ✓ Updating Employees Detail in ERP Software (Savio).
- ✓ Generate Purchase Order of 6 – 7 sites in ERP Software (Savio).
- ✓ Generate MRN Vouchers of 6 – 7 Sites in ERP Software (Savio).
- ✓ Export Account Receivable Data from Tally and Prepare Monthly Account Receivable report of both firms with pivot table in Excel.

- ✓ Making Monthly Office Rent Invoice in Excel.
- ✓ Update all Bank Accounts Accounting Entry from Tally to Savio ERP System.

4) Working as a Product Listing with We Care We Bridge From 24th February 2021 to Present.

- ✓ Working for an e-commerce company (We Care We Bridge Bangalore Based Company), creates listings for products sold online.
- ✓ Creating listings as needed, ensured products are accurately priced, photographed, and described.

Knowledge and Skills:

- ✓ Accounting Software: Tally ERP 9, MS Office
- ✓ Advance Excel
- ✓ Working knowledge of SAP system
- ✓ Working knowledge of EVO portal
- ✓ Working knowledge of Microsoft Outlook
- ✓ Working knowledge of CRM Software (Mera CRM)
- ✓ Working knowledge of Savio ERP System
- ✓ Working Knowledge of Tally ERP
- ✓ Good typing speed
- ✓ Basic Knowledge of Accounting
- ✓ Knowledge of P2P Process
- ✓ Knowledge of O2C Cycle
- ✓ Knowledge of SCM
- ✓ Knowledge of Indirect and Direct Tax
- ✓ Knowledge of GST
- ✓ Knowledge of Bank Reconciliation
- ✓ MIS
- ✓ Working Knowledge of Vendor Data Management.
- ✓ Basic Knowledge of Product Listing.
- ✓ Knowledge of Business Card, Logo, Banner, Barcode & QR Code Making.
- ✓ Basic Knowledge of Digital Marketing & Google Ads, Facebook Ads, Google Form making.

Education Qualification:

Degree	Percentage/Grade	Board/University
SSC	Second Class	GSEB
HSC	First Class	GHSEB
B. Com	Second Class	Gujarat University

Personal Details:

Address : A /3 - 1, Simandhar Enclave, Jantanagar road, Ghatlodia, Ahmedabad-61.
Contact No : 9978530646 & 8401584341
Date of Birth : 8 Dec 1987
Gender : Female
Marital status : Unmarried
Nationality : Indian
Religion : Hindu
Hobbies : Music, Travelling, Reading, Love to learn new things.
Languages known : Gujarati, Hindi, English, Marathi
Key Strength : Honesty, Team spirit, Hardworking, Good Communication skills,
Analytical thinking, Good problem-solving skills. As well as Quick Learner.

DECLARATION:

I hereby declare that all the statements are true and correct to best of my knowledge. Give me a one opportunity to prove myself.

Date:

Place: Ahmedabad.

Yours Faithfully

Krutika Vichare