**Rachana Vimal Misra**

J-15, Komal Enclave, Opp PPCC Ground, Nr Shantivan Bus Stop

Paldi, Ahmedabad

Mob: +91 9925543733, Email: rachu136@rediffmail.com

**MIDDLE MANAGEMENT PROFESSIONAL**

Costing-MIS-Coordination-SAP-Management Evaluation

Reporting-Automation of Systems-Standardization-Internal Audit

**Career Objective**

To work with an organization having diversified interests and which may utilize my professional skills for adding value to the organization and excel my individual growth.

**Professional Profile**

Experience Profile

* An astute professional with substantialexperience in product costing, MIS, Inter divisional coordination, system standardization and automation, Internal Audit, working in SAP environment, Management Evaluation reports and other related functions.

Core Competencies Involved

* Abilities in harmoniously managing day-to-day tasks with a talent for making product cost sheets, profitability scenarios, analyzing the data compiled from various departments, streamlining the data, making management reports and other related functions using the best available softwares in line with the best International practices.

**Career Highlights**

**Rubberking Tyres India Pvt Ltd, Ahmedabad October 2010 - Till date**

Rubber King Group of Companies are engaged in to the Business of Manufacturing & Exporting of Automotive Butyl Tubes, Automotive Flaps and Tyre Curing Bladders. Majority of company's business is associated with OEM Supply through Tyre Manufacturers in India and abroad.

The responsibilities of the undersigned as ***Dy. Manager - Systems*** include

* Management financial reporting & analysis to aid decision making
* Doing Variance Analysis
* Delivering qualitative value addition in handling assignments that are diverse in nature & require cross functional coordination and flexibility
* Evaluation of divisional gradation based on quantitative criteria
* Automation and standardization of routine reports
* Consolidation & analysis of weekly, flash reports and monthly MIS evaluation
* Preparation of periodic Management Review Presentations
* Coordination & interaction with various divisions, overseas subsidiaries & group companies
* Visit to various divisions, subsidiaries and group companies to understand the business needs
* Standardization of various financial processes and policies
* Coordination with IT for system enablement of various reports including finance/accounts software integration
* Internal audit of various processes and regular feedback & reporting to the management
* Responsible for preparation of product cost sheets relating to various export/domestic orders for various product lines

**Cadila Health Care Ltd, Ahmedabad March 2008 - November 2009**

Cadila Health Care Ltd is a pharmaceutical company headquartered at Ahmedabad. The company is one of the largest pharma companies in India with a turnover of approx INR 30 Bn in 2011. It is a significant manufacturer of generic drugs.

Significant highlights of the undersigned as ***Officer Costing*** in Cadila Health Care Ltd:

* Responsible for costing of various formulations for export division
* New Products Costing
* Well versed with FICO Module of SAP
* Extensively worked in SAP environment for various divisions
* Used SAP for MIS, budget and cost audit
* Responsible for generating various Management and Financial reports using SAP
* Worked extensively for streamlining the costing for various products

**Axis Bank Ltd, Ahmedabad July 2005 - September 2006**

Axis Bank is the third largest private sector bank in India. Axis Bank offers the entire spectrum of financial services to customer segments covering Large and Mid-Corporate, SME, Agriculture and Retail Businesses.

Significant highlights garnered as ***Operations Executive*** during the tenure:

* Responsible for interacting with customers for all their banking related needs
* Understanding customer's requirements and providing solution
* Ensuring fulfillment of regulatory and other compliance requirements
* Up selling, cross selling & providing superior customer service
* Handling cash and clearing operations
* Handling High Net Worth Individual accounts
* Handling fixed deposits & other financial products

**Jindal Worldwide Ltd, Ahmedabad June 2001 to March 2004**

Jindal Worldwide is the leader in Indian Textile Industries and is operating in Indian contingent as well as having its international collaboration and clients in north and South America to Europe, Africa and Middle-East Asia.

Significant highlights garnered as ***Export Merchandiser (Home-Textiles and Made-ups)*** during the tenure:

* Coordinating with various departments like production, packing, checking etc. for smooth delivery of the contracts
* Meeting/coordinating with the foreign buyers to collect the details of their requirement
* Negotiating the commercial terms with the buyers including the payment terms
* Preparing the spec sheet as per the foreign buyer's requirements and arranging for the strict compliance for the same among production, stitching, labeling, washing, packing etc departments
* Coordinating with the vendors for approval of raw materials strictly as per the foreign buyer's requirements
* Arrange to get the proper sample made and delivered to the foreign buyer for approval
* Preparing the cost sheet for each product/order
* Coordinating with the checker of the buyer for smooth approval of the order
* Overseeing the documentation & presentation of documents under L/C to the bank
* Arranging for shipment of orders in time
* Extensively involved with the ISO documentation and Audit

**Certifications**

* Certificate of Diploma in French from Alliance Française.
* Certificate Of C.C.I.P. (Business French) From Alliance Française
* Diploma in International Trade from AMA

**Educational Qualifications**

* **ACMA** from **ICAI** (Dec 2004)
* **MBA(Finance)** from **Gujarat University**(1999-2001)
* **BBA** from **Gujarat University** (1996-1999)

**Personal Information**

**Gender:** Female

**Birth Date:** 13th June, 1979

**Marital Status:** Married

**Languages Known:** Gujarati, Hindi, English, and French

# Interest: Dancing, Making Friends, Learning New Things

# Strengths: Hard Working, Adaptive, Confident, Continuous Learner.

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| --- | --- |
| **Permanent Address** | **Address for Correspondence** |
| Rachana Vimal Misra  J-15, Komal Enclave,  Opp. PPCC Ground,  Nr. Shantivan Bus Stop,  Paldi, Ahmedabad | Rachana Vimal Misra  J-15, Komal Enclave,  Opp. PPCC Ground,  Nr. Shantivan Bus Stop,  Paldi, Ahmedabad |