Curriculum Vitae

Komal Sunil Kokare

PRITI SANGAM CHS,

G-189,ROOM NO 1:1,

SECTOR-26, VASHI

NAVI MUMBAI 400705.

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**Career Objective:** To attain supreme satisfaction in work that I undertake & work towards attaining desired career goals. I would work for the company which will draw upon my intelligence, creativity and knowledge to create avenues for professionals success with a good humane attitude and respect for knowledge, much than just titles and monetary gains.

# Personal Details

**Name :** Komal Sunil Kokare

# Father’s Name : Shri Sunil Y. Kokare

**E-Mail Id :** Komal\_kokare@yahoo.co.in

**Date of Birth :** 30-May-1987

**Marital status :** Single

**Mobile No : 9096440994**

**Educational Qualification** :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Year*** | ***Qualification*** | ***Institute*** | ***University*** | ***Percentage %*** |
| March-2003 | S.S.C. | Vashi English High School, **Navi Mumbai** | Mumbai Board | 71 |
| March-2005 | H.S.C. | Modern College, Vashi. | Mumbai Board | 60 |
| October-2008 | B.Com | Modern College, Vashi | Mumbai Board | 56 |
| March- 2017 | MBA + PGDM in Finance | MIT Pune & JNU | Jaipur Board | 89% |

**TOTAL EXPERIENCE – 6 years**

**1.Premium Commodities Pvt. Ltd.- Working as Admin Cum Jr. Accountant.(MCX & NCDEX Office).(One Year – Joining after Bcom Exam for Experience purpose)**

PURCHASE: Maintain Purchase Register in Tally & excels

* Maintain Purchase Department
* Maintain Payment Detail Of Suppliers
* Follow To All Creditors
* Making Debit Note & Credit Note

SALES:-

* Preparation Of Sales Bill
* Maintain Sales Register in Tally & excels
* Maintain Sales Department
* Follow-up Payment
* **Accounts Receivable & payable**

BANK

* Updated All Bank A/C With Bank Statement
* Bank payment Entry in Tally
* Bank Reconciliation
* Bank Fund Flow

CASH

* Maintain Petty Cash Register & Petty Cash
* Petty cash voucher making & entry in Tally
* Cash Flow

**2. worked in B D SOMANI Institute of Arts & Fashion Technology At Colaba. As Admin Cum Account Assistant 2 years.**

The main responsibilities are:

* Office administration , maintaining stationeries and archival files, preparing vendor agreements related to Business operation and releasing vendor payments timely.
* Travel arrangements for HOD’s & employees- Booking flight tickets, arranging cars and hotel arrangements for employees as and when required. Managing & coordinating logistics for foreign visitors.
* Drafting official mails, preparing different types of applications and letters.
* Maintaining and filing of all relevant documents in financial and other trackers systematically. Develop ways to optimize operational expenses and track the savings and ensure that all files are updated with relevant documents & bills.
* Organising conferences, seminars and meeting as and when required.
* Inter-departmental co-ordination with IT, Finance, Travel desk.
* Create and modify documents using Microsoft Office (word, excel).
* Support employees in assigned project based work.
* Reimbursement of employee expenses, forwarding employee bills and claims to Finance department. Maintaining petty cash and keeping the records in tracker.
* Assisting the higher management personnel for any kind of Business operation related activities. Conducting initial level interviews & shortlisting
* Conducting initial level interviews & shortlisting
* Issuing Offer Letter/Appointment Letters, Issue of Performance improvement letters and communication, Issue of Warning/Termination Letter for Non performers
* Attendence & Payroll Processing
* Maintenance of Attendence & Employee records - Register & soft copy MIS
* Maintenance of Leave Records of all employees and system updation
* Processing of Payroll for the entire group, company wise & MD sign off
* Issing of Salary slips to all employees
* Issuing Offer Letter/Appointment Letters, Issue of Performance improvement letters and communication, Issue of Warning/Termination Letter for Non performers
* Attendence & Payroll Processing
* Maintenance of Attendence & Employee records - Register & soft copy MIS
* Maintenance of Leave Records of all employees and system updation
* Processing of Payroll for the entire group, company wise & MD sign off
* Issing of Salary slips to all employees

**3.Currently Working In Sompo Japan Nipponkoa Insurance Inc. At Andher (E) Mumbai from April 2014 to Present as Admin Cum Accounts Executive.**

***Sompo JapanNipponkoa Insurance Inc.***

As Admin cum Account Executive *(Through Randstad Consultancy, Mumbai)*

* Office Administration and Maintenance

Maintenance of Office Stationery, update stocks to avoid stock outs

Maintenance of Office equipments, printers, photocopiers, Scanners etc.

Maintaining challans and bills of all office supplies and timely payments to all vendors

Maintenance of office decorum and discipline

Interaction with IT department for any IT/System related issues.

Renewal of Microsoft Outlook yearly.

Maintaining Office Security and access control system

Handling day to day Admin activities and housekeeping staff.

Maintenance of Staff Welfare, visitor refreshment items

* Travel arrangements (international and domestic)

Booking of flights, arrangement of cars, managing the cost of travels and creating expense reports.

Hotel booking, managing stay arrangement cost by optimum utilization of available resources for foreign guests.

Responsible for all employee queries and complaints pertaining to admin facility.

Maintaining their tour allowance and making expense list for them and finally preparing cheque for reimbursement of their expenses.

* Renewal of Annual Maintenance Contract for Air Condition, Pest Control, Copy cum Printer cum Scanner machine, Coffee Vending Machine etc.
* Handling the FRRO registration for new expats who are joining in Representative office.
* Allotting new mobile corporate sim card, visiting cards, Pan card and email id.
* Maintaining Attendance sheet and sending the file to management at the end of the month before salary processing.
* Searching new vendors, comparing quotations, negotiating with them and preparing Vendor Agreements after taking prior approval from management.
* Maintaining and reviewing all Vendor agreements.
* Preparing and maintaining lease and license agreement for all the Japanese employees.
* Settling bills- Making timely payment to all vendors, landlords of leased apartments and Hotels for long stay of Japanese expats in India through cheque or fund transfer.
* Preparing TDS request and making payment through Bank on monthly basis.
* Preparing and sending TDS Certificates to respective vendors.
* Handling and maintaining books of accounts and Bank transactions.
* Preparation of Bank Reconciliation Statement for every month.
* Drafting official mails, preparing different types of applications and business letters.
* Coordinating with Bank for remittances and Chartered Accountants for financial matters.
* Preparation of monthly Expense Report and checking Bank records and updating the same.
* Filing and managing of all relevant documents such as IRDA documents, Income Tax documents etc. and keeping records of all Government related documents.
* Renewal of Shop and Establishment Certificate and IRDA Registration.
* Assisting Chief Representative of Liaison Office for management work and yearly budget preparation.
* Organizing conferences, seminars and meeting as and when required.
* Preparing letters for Visa and FRRO process of all expats and their families and renewing that yearly
* Preparing expense sheet through Sales Force and forwarding all accounts related documents with proof to Head Office for every month.
* Maintaining statutory compliance in the Representative office
* Preparing Notice Board with Business news and latest updates
* Assisting the Audit team half yearly and keeping record of all audit related documents.
* All accounts related work with ETDS in Japaness Software name as a **‘Sales Force’.**
* **I.T. Expertise :**

Certification Course:-

1. C Programming
2. Tally 9.0 Erp.
3. Sales Force Software.

**Other Curricular Activities** :

Participated in social programs of college & sports.

Also participated & won prizes in school level & college level Quiz competitions

**Languages Known :English, Marathi, Hindi.**

**Interests**  :**Reading Books & News papers, Quiz Competitions, Sports,**

I hereby affirm that the above information is accurate and true to the best of my knowledge.

**Place:**

**Date :**

(Komal S Kokare)