

Veena Ajinkya Chandore

Email ID :-

veenawarge21@gmail.com

R6-11, Gajanan Park, Gundage Village,
Karjat (E)

Cell # 8169519610 / 9029979994

Personal Profile

I am hardworking, motivated and enthusiastic person. I always strive to achieve the highest standard possible, at any given task and in any situation. I am accustomed to working in challenging and fast paced environment, particularly when dealing with multiple tasks at the same time.

Career Objective

To make a sound position in corporate world and work enthusiastically in team to achieve goal of the organization with devotion and hard work.

Education

Examination	Board/ University	Year of passing	Percentage
B.com	Mumbai University	2013	71 %
H.S.C	Mumbai University	2010	70%
S.S.C	Maharashtra Board	2008	85.07%
PGDM (Finance)	Welingkar Institute, Matunga	2022	60.83 %

Employment

Apr' 2019 – till date "Billing Executive Admin" SRL Diagnostics- Dr. Avinash Phadke Lab, Mumbai

Main tasks performed:

HR - Admin Executive

- HR & Recruitment work
- Maintaining MPCB (Bio-Medical waste) Data of all centers in Mumbai
- Coordinate with the state Government's Authorities/ Govt. Dept etc. and obtain approval Licenses/ renewals etc. for running the labs & managing the comppliance for Mumbai Region.
- Coordinate for events that included Food, transporation & lodging.

Billing Executive

- Client wise lab test rate updating on daily basis in the software
- Knocking off the invoices from o/s, upon payment receipt from clients.
- Sharing updated o/s statements with respective clients in desired formats.
- Resolving queries raised by clients over the phone & on emails.
- Payments follow up from respective clients.
- Give projections to the HO for the payments expected from the clients.

Knowledge of " SRL Diagnostic software i.e. CLIMS, SAP.

Jan' 2015 – Jul' 2017 "Jr. Co-ordinator" Ambe Cunsultancy Services.

Main tasks performed:

- Recruiting the candidates in the Gulf countires
- Preparation of the documents for the particular companies
- Handling Travel Desk / Applying for Passport / Visa
- Co-ordinate with the clients for their requirements regarding employment

Mar' 2015 – Dec' 2015 "Account Executive" DHL Express India Pvt. Ltd.

Main tasks performed:

- Bank Reconciliation in SAP
- Verification and Accounting of TDS
- Accounting, Verification of EFT, Credit Card, Cheques.
- Accounting DCR Entries using SAP interface
- Passing Debit and Credit Note.

Knowledge of DHL Express software i.e. SAP R3 Module.

Apr' 2014 – Feb' 2015

"Accounts Assistant"

Netcore Solutions Pvt. Ltd.

Main tasks performed:

- Maintaining TDS Certificates and records for all clients
- Reconcile the TDS deducted by the clients and reconcile the same with the 26 AS

Knowledge of Netcore Solutions/ Netcore Cloud software i.e. SAP B1 Module.

Computer Skills

- MS Outlook
- MS Excel
- MS Word
- Internet

Personal details

Date of Birth : 21st May, 1993

Nationality : Indian

Marital Status : Married

Hobbies : Travelling, Reading

Language : English, Hindi, Marathi

Declaration:

I hereby declare that all the above information given is true as per my knowledge.

Place: Karjat

Date:

(Veena Ajinkya Chandore)