

## NEETA PHARANDE

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**A result-oriented professional with analytical skills accustomed with overall functioning of accounting operations targeting for middle- level assignments in purchase & Accounting & Finance with an organisation of High repute.**

### PROFILE SUMMARY

- A hard working and dedicated professional with nearly 7 years of experience in Purchasing and Accounting operations
- Insightful knowledge of Accounting Principles.
- skilled in receiving and verifying invoices and requisitions for purchase of goods and services; assuring that procedures pertaining to sign-off, coding, scanning and payment are followed
- Worked as Account Assistant with Muthoot Finance Ltd. and gained exposure in implementing accounting systems, preparing accounting records, financial statements
- Exposure in handling various branch operations including finance & accounts, MIS, depository operation and general banking functions in co-ordination with internal / external departments for smooth business operations
- Capabilities in preparing and presenting weekly and monthly management reports on cost and benefit analysis
- Possess excellent interpersonal, analytical & negotiation skills with proven skills in customer relationship management

### CORE COMPETENCIES

~MIS Reporting & Documentation

~ ERP Implementation

### ORGANISATIONAL EXPERIENCE

**From Nov '2019 To Till date with IDFC First Bank , Mumbai as Purchase Assistant**

#### Key Result Areas:

- Receiving all Material Requisition and Quotation from Oracle ERP Software
- Preparing Purchase order in ERP Software, releasing of Purchase order to the supplier through mails
- GST E way bill creation through E way Bill portal
- Processing vendor invoices into the IPAY Software and Making all vendor invoice Payments through Accounts Payable team
- Preparing Material Purchase Related MIS report from ERP Software.

**From Sept '2018 To Oct 2019 with Tata Projects, Mumbai as ERP Assistant**

#### Key Result Areas:

- Preparing indents in ERP software, receiving quotation, from site,
- Preparing Purchase order & Work order in ERP software, releasing of purchase order, booking invoice of the sites,
- Receiving invoices from site and preparing list in Excel sheet for making payments of vendors
- Vendor registration in ERP software.
- Preparing Material Purchase Related MIS reports from ERP software.

**From Jan '2015 to Aug 2018 with Ashar Group, Mumbai as Purchase Executive**

#### Key Result Areas:

- Receiving indent, floating inquiry, receiving quotation, managing negotiation, taking approval & placing order to suppliers
- Preparing Comparative Statement, Checking Purchase Indent, analysing quotation, releasing of purchase order, booking invoice of all the sites, filing vouchers in ERP software
- Identifying and developing potential vendors / suppliers for assisting in inquiries issues and achieving cost effectiveness
- Implementing purchasing and contract management instructions, policies, and procedures
- Preparing Purchase order, GRN of all invoice in ERP
- Preparing Material Purchase Related MIS reports from ERP software

## From Jan'2012 to Apr'2013 with Vector Projects (I) Pvt. Ltd., Mumbai as Office Executive

### Key Result Areas:

- Prepared and submitted requests for work releases and purchase orders to selected contractors and suppliers and filing of vouchers and maintained accounting records/financial statements
- Validated contractor and supplier invoices, resolved discrepancies as required and managed emails
- Presented various weekly / monthly MIS reports pertaining to process and productivity
- Booked invoices of all the states, created suppliers projects in ERP software

## From May'2011 to Dec'2011 with Muthoot Finance Ltd., Mumbai as Account Assistant

### Key Result Areas:

- Coordinated with Banks and Regional offices regarding maintenance of accounts
- Involved in collecting, checking and verifying the GOLD and documentation & updation of the system
- Functioned all transaction processes and delivery of services; provided services to existing customers and managed all aspects of customer relationships
- Prepared daily statement, filed & settled vouchers and cash books as well as monitored movement of cash/cheque
- Rendered support to Regional Managers by providing supporting documents for credit facilities such as Overdraft, Loans, Limits, and so on
- Managed the complete branch operations by ensuring that the financials of the branch are under control and the branch adheres to the Know Your Customer (KYC)

### Highlights:

- Managed queries/ requests and resolved issues of walk-in customers
- Monitored day-to-day activities in co-ordination with internal / external departments for smooth operations as per Know Your Customer (KYC) norms

## ACADEMIC DETAILS

2013	M.Com.from Mumbai University
2010	B.Com. from Vidya Prasarak Mandal, College
2007	12 <sup>th</sup> from Vidya Prasarak Mandal College
2005	10 <sup>th</sup> from Wamanrao Muranjan Vidyalaya School

### Other Courses:

- Diploma in Computer Applications Course from BITS Institute, Mulund
- Computerised Accounting –Tally 9.0 from BITS Institute, Mulund
- Typing speed '30' WPM
- Advance Excel

## PERSONAL DETAILS

**Date of Birth:** 4<sup>th</sup> July 1989  
**Languages Known:** English ,Hindi and Marathi  
**Mailing Address:** 703,Suvidha jewel 90 feet Road opp kelkar college Mulund (E) Mumbai - 400081