

Career Summary

- Professional Fleet accountant with 6 years of experience and 1.6 years of experience as Sr.Accountant (Supervisor) had worked with Ehub Corporate Services Pvt Ltd(Mumbai)
- Proficient in bank reconciliation and MIS reporting. Preparing and publishing daily compliance reports to stakeholders.
- Holding Master of Commerce degree in Finance (M.com-Mumbai University)
- Fast learning, Positive Attitude, commitment and ability to work under pressure

Skills

- **Soft skills:** Communication, critical thinking, attention to detail, multi-tasking, organized.
- **Technical skills:** MIS, Account Analysis, Microsoft Office, Excel, Word, Microsoft Outlook, Share

Achievements

- Value Champion Award for Q2 2020 - Bronze winner

V.Ships Uk Ltd,

Feb '2014 till April 2021 Profile - Fleet Accountant

Job Responsibilities

Operational Management

- ⇒ Reconciliation of Open item and forwarding the details to client.
- ⇒ Reconciliation of Sundry accounts on every month.
- ⇒ Ensuring proofs for all the accounts, uploading the files in system and forwarding the details to client.
- ⇒ Preparing the Monthly report on every month for the specific accounts.

Role in:-

Citibank Bank

- ⇒ Insuring all the payments processed as per cut-off date and with accurate FX details.
- ⇒ Everyday checking the failed payments and sending mail to client & Bank accordingly.
- ⇒ Removing Bank Statements and Preparing Client Funding Weekly.
- ⇒ On the basis of SOA (Statement of Account) maintain Supplier Reconciliation Sheet and Clear All outstanding invoices.
- ⇒ Daily Updating Cash Flow, Prepare report and sending it to client.

- ⇒ Processing the return of funds, re-effecting the failed payments.
- ⇒ Prepare Bank Reconciliation on daily basis.

Role:

- ⇒ **Providing quality customer services.**
- ⇒ **Bank Reconciliations & Passing bank entries.**
- ⇒ **Posting and processing invoices in system.**
- ⇒ **Initiate the invoices for approval.**
- ⇒ **Working in Receipt & Invoices Module on Oracle Application.**
- ⇒ **Prepare monthly report with proper explanation of Variance.**

V.Ships Uk Ltd,
May'2021 till 11 Oct 2022 Profile – Sr.Accountant (Supervisor)

Job Responsibilities

- **Verifying payment from Citi-Bank**
- **Checking General Ledger**
- **Checking all above Reports before issuing to client**
- **Preparing Fund Request**
- **Sending queries mails**
- **Preparing Dash Board Report**
- **Sent All reports as per given deadlines.**

Educational Qualifications

Degree Certificate	Degree	Discipline	Institute	Board/ University	Year of Passing	Aggregate % / CGPA
Post-Graduation	M.Com	Master of Commerce	Valia Chhaganlal Laljibhai college of Commerce	University of Mumbai	April 2015	4.50
Graduation	B.Com	Bachelor of Commerce	Vidya Vikas College of Arts, Science and Commerce	University of Mumbai	March 2013	71 %
12th	Intermediate Examination	Commerce	Ravindra Bharthi High School	Maharashtra State Board	April 2010	50%

PERSONAL MINUTIAE

Date of Birth : **04. Oct 1991**

Nationality : Indian.

Marital Status : Single

Gender : Female.

Languages : Hindi, English, Marathi

Hobbies : **Listing Music, Cooking.**