

**HEENABEN BORKHATARIA**

Address:  
Dev Krupa- 3 102 E  
Wing, Near Shaly  
Hospital Haridarshan  
Cross road  
Ahmedabad- 382330

E-Mail:  
Naikheena213587@gmail.com

Contact Information:  
Mobile : +91 8866165344

Personal Data:  
D.O.B : 03rd January, 1991  
Gender : Female  
Nationality : Indian  
Marital Status: Married

Languages Known:  
English, Gujarati, Hindi & Marathi

Hobbies:  
Playing Indoor & Outdoor games,  
Listening Music, Reading Books, and  
Travelling.

## **CURRICULUM VITAE**

### **Professional Synopsis**

Resourceful and dynamic individual with 10+ years of extensive experience in merchandising task and Mortgage under Correspondent channel in Pre-purchase Review. Demonstrated consistent fulfilment of objectives with excellent skills in analyzing business options and pricing arrangements by other vendors.

### **Senior Associate – First Source Solution Ltd. (Jan 2021 to Till Now)**

- Audit all type of loans like FHA, VA, USDA and Conventional with 100% quality.
- Escalate to client for ineligible of purchase.
- Maintained high level of customer service and communicate with other department to get the issue resolved.
- Attend regular training and research to maintain an extensive understating of subject matter updates and developments.
- Helped management with sharing multiple reports like (Daily Loan assignment, Consolidate daily production data, consolidate QC findings, MTD report and BCP report).

### **Senior Merchandiser - Millennium Exports (May 2014 to till July 2017)/Fashion Arena (Aug 2017 to till Oct 2019), Mumbai**

- A strong background working in the fashion retail industry dealing with multiple product categories in a Merchandiser capacity
- 5+ years of merchandising or retail buying experience
- Checking of proforma Invoice, purchase Order.
- Follow up for orders & customers payments.
- Checking of vendor payments.
- Checking & replying to mails.
- Online selling of garments to overseas.
- Uploading of designer wear on Flicker, Picasa & face Book with details.
- Follow up with overseas customers for orders & payments.
- Follow up with staff for local selling & for payments regularly.

### **Accounting Activity – (Tally ERP Module)**

- Preparing and checking ledgers and journals and maintaining files.
- Responsible for handling of petty cash book and vouchers.
- Ensuring entries timely recording & checking of transactions.
- Tracking bills receivables and payables.
- Responsible for preparing accounts of clients with tax rates applicable.
- Maintaining day to day cash balance and bank books.
- Responsible for managing the liquid cash position of the company.
- Ensured due follow-up and recovery of collections on prompt basis.
- Preparing and vetting bank reconciliation statements.

### **Assistant Merchandiser – Shree Exports, Mumbai (April 2010 to April 2014)**

- Online garments selling to overseas
- Follow-up with clients for payments
- Uploading of products to websites
- Providing proper knowledge and specification about product to client
- Maintain stock records



#### **Educational Details**

**Bachelor Of Commerce** – 2012 with 63% from K.C College/Mumbai University

**Higher Secondary Examination** – 2008 with 67.67% from K.C College/Mumbai University

Secondary **School Examination** – 2006 with 74.80% from St. Josephs High School/Gujarat

#### **Computer Proficiency**

Working Knowledge of MS Office, Word & Excel

Working Knowledge of Accounting Software's like Tally 7.2 & ERP 9

#### **Skills**

- Strong leadership skills.
- Effective team player.
- Strong analytical and technical skills.
- Ability to comprehend complex matters.
- Ability to build and sustain relationships with people of diverse backgrounds.
- Capable of taking charge and responsibility on the assigned tasks.
- Good knowledge in Excel.
- Worked on several application.

#### **Achievements**

- 2 times got R&R for best performance award by Millennium Exports/Fashion Arena.
- Appreciated by management & Client for maintaining accuracy in Special Invoice
- Appreciated by client for handling huge volume of loans.
- 2 times got R&R for the best monthly performer in First Source Solution Pvt. Limited.

#### **Declaration**

I confirm that the information provided by me is true and best of my knowledge and belief.

*Heena*  
08/09/2022

(Heenaben Borkhataria)

Place: Ahmedabad

