



RINKI PANCHAL

EXPERIENCE

EDUCATION

B.COM FROM MUMBAI UNIVERSITY.
M.COM FROM MUMBAI UNIVERSITY.
M.COM-I PASSED WITH
SECURING 2ND CLASS• APPEARED FOR M.COM-II FROM MUMBAI UNIVERSITY.

OBJECTIVE

To hold a responsible position in a reputed organization which provides challenging & rewarding career with ample growth opportunities

SKILLS

Excel, Word, Power point, Tall 9 Version, Spectrum also having knowledge of ORACLE SOFTWARE.



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VISTRA International Expansion Pvt. Ltd. (WORKED AS Senior Associate- Billing-PERIOD: - FROM- 10th Jul- 2023 TO 7th Sept 2023 PRESENT

- Manage the tasks of the resources under his/her allocation, including setting the monthly deliverables.
- Prepare reconciliation of client related information as the basis for the preparation of the monthly invoices
- Prepare monthly client billing sheets (pre-preparation batch)
- Add affiliate invoices/make appropriate conversions in preparation for issuing Vistra invoices and ensure all affiliate invoices are charged in appropriate period
- Daily reporting of billing stages per client as the process progresses
- Maintain portfolio of clients, including work in progress, to ensure timely billing and effective administration of the same
- Prepare the invoice drafts for customers on the agreed billing plan with the specified timelines including editing narratives

- Prepare necessary calculations to determine total client billing in comparison with contract pricing
- Ensure the controls over the billing system are adequately maintained and that data is not compromised
- Collate appropriate information and provide support to resolve billing queries raised by internal and external clients
- Prepare timely invoice analysis when requested internally/externally
- Ability to prepare adhoc analysis/reporting and client statements upon request

**M/S. SURU CHEMICALS & PHARMACEUTICAL PVT. LTD., - (WORKED AS ACCOUNT OFFICER)
PERIOD :- FROM - Nov 2016- Feb 2023**

- Co-ordinating with agents regarding cheque bounce through E-mail.
- Preparing Bounced cheque Report
- Handling payment section of parties
- Receiving inward i.e Cheques from Agents & parties from the bank.
- Co-ordinating with agents regarding cheque bounce through E-mail.
- Preparing Invoices, CN & DN in Spectrum software daily basis.
- Preparing monthly Sales Analysis Report.
- Preparing E way bills

**M/S. SHAGUFTA GARMENTS PRIVATE - (WORKED AS ACCOUNTANT OFFICER) PERIOD :- FROM- NOV-2013
TO NOV-2016**

- Handling payment of all over Maharashtra i.e parties account.
- Receiving inward i.e Cheques from Agents.
- Co-ordinating with agents regarding cheque bounce through E-mail.
- Preparing Invoices, CN & DN in Tally daily basis.
- Follow up of day to day availability of Stock.
- Coordinating with clients & parties for launched of new catalogues through mail.
- Receiving the cheques which has been bounce

**M/S. ANCHOR ELECTRICALS PRIVATE LTD - [WORKED AS ACCOUNTANT OFFICER) PERIOD :- FROM- NOV- 2009-
NOV •2013**

- Preparing Daily MIS Report
- Working in Oracle for adjustments of Outstanding Payments, Generating various Reports, etc.
Handling payment of all over Maharashtra i.e Parties account.
- Receiving inward i.e Cheques from Agents.
- Arranging cheques according to date wise.
- Preparing Credit Data for Bank & Accounts purpose cheque bounce through Email.

PLACE : ANDHERI MUMBAI
RINKI PANCHAL