***HEMALI GHASE***

[*hemu.ghase@gmail.com*](mailto:hemu.ghase@gmail.com) *|* [*ghase.hema@gmail.com*](mailto:ghase.hema@gmail.com) *| Mob : 9004584747 | Alternante : 8655231853*

# 

­

|  |
| --- |
| **Objective** |
| To obtain a challenging accounting position in an accounting field that will permit the use of my skills and knowledge to maximize company potential while developing additional knowledge and abilities. | |

|  |
| --- |
| **Academic Credentials** |
| **Degree** | **Year** | **Institute/College** | **Board/University** | Remark |
| T.Y. BCom | 2021 | Mumbai University. | (Mumbai University) | Passed |
| H.S.C | 2009 | N.G. Acharya D.K. Maratha, Chembur | (Mumbai University) | Passed |
| S.S.C | 2007 | Vidya Vikas High School, Mumbai | (Mumbai University) | Passed |

**Work Experience: -**

1. **Crayon Software Expert India Pvt Ltd (Sep-2021 to till)**

Designation: Senior Finance Executive & Accounting on system **D365 Finance** **ERP**. Shared Service Finance Team (SSF-Out of India base Accounting-in **Middle East**

**Africa** under Country-CME, CRZA, CRMU, CRSA, CUE)

**⮚** VendorAP Invoice Posting

**⮚** Attending vendor queries

**⮚** Upload invoices in Customer portal, Documentations

**⮚** Customer Payment Settlement

**⮚** Posting Operational & Travel Expenses

**⮚** Packing Slip generating (PO)

**⮚** Customer enrichment

**⮚** Managing Read soft handling

**⮚** AR Reminders

**⮚** PO & SO Creation

**⮚** Credit notes, Rebill & Maintain data

**⮚** Bank Posting Reconciliation

**⮚** Audit Work

**⮚** Handling Customer & Operation Queries, Procedure of documentation

**⮚** Dealing with Services & Licensing Agreement process

**⮚** Customer account settlement

**⮚** Handling Project Module Accounting

**⮚** Customers Invoice generating in System as well as manually.

1. **Orix Auto Infrastructure Services Limited (January 2018 to August-2021)**

Designation: Finance & Accounts in system **Axapta-3. O**

**⮚**Cash Flow Statement on Weekly Basis.

**⮚**Invoice Accounting of Creditors/Employees.

**⮚**Ensure TAT Followed for Payment.

**⮚**Bank Reconciliation done on Weekly Basis.

**⮚**Banking Related Functions Handled.

**⮚**Month end Accounting Entries in System **(Axapta-3. O)**

**⮚**Provision Related Working on Month Basis.

**3. Sundial Corp LLP. (December 2016 to December 2017)**

Designation: Accounts Executive

**⮚**Making Creditors Payouts.

⮚Handling Bank Reconciliations statement

⮚Passing Journal Entries in Tally ERP 9 (i.e., Payment, Receipt, Contra, Debit note

Credit notes etc.)

⮚Handling Petty Cash & Cash Flow Statement on daily basis, preparing cash flow and maintaining it on daily basis

⮚Preparing Interest calculation working as per outstanding of debtors on monthly

Basis.

* Sales, purchase, payment, receipt & journal entries in system.

⮚System and file. Invoice maintained in system & Files.

⮚ Salary Payout Working, Invoice Accounting of Creditors.

⮚Handling All Expenses.

* Banking Related Working Handled.
* Sundry Debtors Payments Follow up.
* Preparing monthly accounts working.

1. **Tribhovandas Bhimji Zaveri Ltd. (June 2014 to December 2016.)**

Designation: Operation & Accounts Assistant.

* Handling Billing & Purchase Orders in Department.
* Maintaining various reports such as Branch Stock output Report, Old Gold on Hand Quantity Report etc.,
* Passing entries for Factory Issue & Receipt, Kartan & JRP Received, & Metal issued to Vendor through Oracle System.
* Preparing Karigar Outstanding Balance Report as and when required
* Sending above Daily reports to Dept. Manager.
* All tasks to be done in Oracle System as well as Generating above reports from the same.

1. **Snow Chem Industries (2012-2014)**

* **Swami Samarth Hygiene Pvt Ltd (11 Months)**
* **Snow Chem Industries (2Years 4 Months)**

**Designation: Assistant in Finance & Admin Department**

* Managing BRS.
* Preparation and maintaining Invoice & Registers
* Handling all bank transactions.
* Making payments vouchers of vendors
* Update purchase & sales entries in Tally
* Prepare bills in tally & PSM Software.
* Handling petty cash
* Attending calls as operator.
* Maintaining Account Records
* Processing of NEF & RTGS Forms/Transactions.
* Ensuring delivery of documents via couriers with proper follow up.
* Co-ordination with customers for Credit Period
* Preparing MIS data
* Sundry Debtors Payments Follow up.
* Handling New Telephonic Enquiries and maintaining enquiry register
* Building Good Relationship with New Customers
* Maintaining Records in PSM Software.

1. **Sharda M & G.S Pvt Ltd (11 Months)**

**Designation: Assistant in Finance & Admin Department**

* Co-ordination with customers
* Maintaining records and documents in orderly manner
* Handling MIS data
* Petty cash transactions Responsible for maintaining.
* Preparation of NEFT & RTGS Forms
* Handling bank transactions
* Making vendor payments by the instructions of the authorized person.
* Record accounting entries in Tally
* Preparing and maintaining Invoice & Registers

**Additional Achievement: -**

* Proficient at MS Office, MS Excel, MS PowerPoint
* Proficient at Tally 9.0
* Well versed with ERPs (ex. Oracle & PSM. Axapta 3.O, Microsoft D365 ERP Fin)

**Strength:** -

Good Listener, Comprehensive problem-solving abilities (Always takes problem as a challenge to give the best), willingness to explore knowledge Accounts &excel, hard worker, work effectively independently or as team player.

**Hobbies & Interest: -**

* Stay updated on the latest accounting news
* Travelling
* Drawing & designing
* Music

|  |
| --- |
| **Personal Information:** |
| **Name** | Hemali Keshav Ghase. |
| **Address** | Sion Kurla Road, Near Housing Society, Chunabhatti.  Mumbai-40022. |
| **Gender** | Female |
| **Date Of Birth** | 3rd October 1991. |
| **Languages Known** | English, Hindi, Marathi. |
| **Marital Status** | Single |

**Hemali Keshav Ghase**