**Pranali More**

Room no 14B, Kolivery Masjid Lane, Kalina Santacruz (E) Mum-29 9029238168/7666539034 | pranali.more028@gmail.com

**Objective**

To be a member of an organization where growth and prospects are unlimited and an individual is recognized by his work. I would like to be a part of the dynamic team and contribute my skills and services to esteemed organizations like yours.

**Experience**

**Carlton offshore Engineers pvt.Ltd**  21-May-2012 - 24-Dec-2014

Accounts assistant

Worked as an Accounts Assistant, Keeping records of all transactions, Preparing accounts payable, invoices and purchase orders, petty cash, Maintain Attendance Book, Handling stationery record, Handling daily office expenses, Bank Reconciliation.

**IAL Logistics**  23-Mar-2015 - 02-Jun-2018

Accounts Assistant

Booking daily expenses bills, vendors bills, Port bills, Passing Journal & Sales Entries, Passing cash voucher entries, Preparing debit/credit notes wherever required, Handling Petty cash,Looking after MLO payments to clients for releasing the B/L -Bill of Lading, Make use of Tally ERP 9.0, IBM Lotus Notes &eBMS. Answering the calls of customers and vendors and solving the queries related to payment.

**Taurus Lines Pvt Ltd** 06-Jun-2018 - 30-Aug-2019

Accounts & Billing Executive

Preparing Export and Import Sales bills(invoices) , sending the Export Invoices to Customers through email and import invoices on Odex,Accounting entries of Purchase- Slot Invoices / Port invoices/ Container related,Preparing monthly Statement of Accounts, Preparing debtors and creditors outstanding Statement, Sending of outstanding mails to debtors and follow up for payment, Monthly Ledger scrutiny, Answering the calls of customers and vendors and solving the queries related to invoice, TDS & GST working, Making use of Tally ERP 9.0, Outlook, Odex.

**Tech Mahindra**  07-Feb-2020 - 30-Oct-2020

Customer Support Associate

Worked as Associate Customer Support for Vodafone, Receiving inbound calls of Vi Redx customersSolving the queries of customers related to account info. bill disputes ,plan change, international roaming packs etc. and giving proper resolution, Tagging the complaints and requests of customers through Sumeru application.

**White Hat Jr 03-Nov-2020 - Till Date**

Sales Manager

Making outgoing calls to clients who registered on whitehatjr website and booking a slot of demo for Maths & Coding, Post demo class calling the client for feedback towards demo class and giving introduction of Maths and Coding modules and curriculum.

**Education**

Maharashtra state board 2006-2007

SSC

Maharashtra State Board 2007-2008

HSC

Mumbai University 2010-2011

TY-Bcom

**Skills**

Quick learner, Familiar with Ms Word, Ms Excel.

**Language**

English, Hindi, Marathi

**Interests**

Music, Travelling