



Ms. Upeksha Parmar

MBA (Finance and HR)

Bachelor In Commerce

PGDCA (IT)

Corresponding Address-

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Maharashtra, India.

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Skills/Expertise

- SAP MMS IC
- Elementary Knowledge on C, C++, Java DBMS
- Invoice Processing
- Management
- Financial Analysis
- Accounting
- Accounts payable
- Accounts Reconciliation
- Process Improvement
- Training on existing Process
- MS Office
- Limited working proficiency in Bulgarian Language

Professional Journey

- 2 Years as Financial Analyst at Metro **Global Business service**.
- Intern at **Bosch** -financial assistant in CSR projects for SHG (Self help groups)

Work history

- **Metro GBS. – Analyst**
(July. 2017 –Till date)
- **Bosch- MBA Intern**
(2 months)

Professional awards

- **4 times Employee of the month** in business laurels magazine in metro service
- **2 times star performer** of the month

Objective and Summary

To advance my career as a Professional in finance area and utilize my knowledge of graduation and management in the field of financial analysis and Accounting. Which will be helping organizations for continuous improvement, achieve targets and sustainable improvements.

Core Qualification in Bachelor in commerce, along with MBA in Finance and HR, having Accounting experience of more than 2 years as working professional in finance Industry.

Possess the analytical abilities and technical skills necessary for innovative solution for working methodology along with problem solving approach for any application on accounting, invoicing and controlling and still learning new concepts.

Roles and Responsibilities @Metro GBS

1. Processing, verifying, and reconciling Invoices.
2. Reconciling processed work by verifying entries and comparing system reports to balances.
3. Maintaining historical records and preparing reports
4. Ensuring payment should receive for outstanding credit; generally responding to all vendor invoices enquiries regarding finance to local finance team.
5. Preparing analyses of accounts and producing monthly reports
6. Continuous Payment process improvement
7. Keeping track of all purchase orders, invoices, statements, etc.
8. Communicating progress monthly, Quarterly to internal team
9. Collaborating with team in Bulgaria for any problem solving.

Summary of Accomplishments

- 3 Eureka , which has helped to improve the existing process.
 - Improvement in TAT (turnaround time) for suppliers invoice. Which helps in early payment of that supplier.
 - Activity Templates -Quick changeover between more than two formats of templates. By adding quick parts of standard format time is saved during communication with supplier and standardization is maintained.
 - Work allocation techniques- which saved time on daily basis we used to take earlier
- OCR project completion within 3 months, which has resulted in increasing efficiency of recording clerical process for processing more number of invoices with more accuracy, 30% invoices are processed more as compared to earlier and accuracy is more than 99.% (approx.).

Educational Qualifications

Qualification	School/college	Year	Result (%)
MBA	Priyadarshini institute of Technology & Management. Nagpur	2017	75.62
PGDCA	MATS University, Raipur	2014	55
BCOM	Durga Mahavidyalay, Raipur	2013	60.88
12th	Vivek Convent School, Raipur	2010	76.66
10th	School of Home Science, Nagpur	2008	78.46

Trainings

- **Internship at Bosch Nashik-** Strengthening income generation initiatives of Groups.

Projects during MBA:

- **“Study OF GST and its Impact on Supply chain management in Nagpur Region”**
The main objective of this project was to study difficulties faced and benefits arising due to implementation of GST by Supply chain management. Also to study the general awareness in the Supply chain domain people regarding GST

PGDBM Project

- **“Vote casting and counting System”**
Main objective of this project was to get quick result, without compromising with the privacy and data loss. . Automatic counting system without wasting time

Others

Co-Curricular Activities & Academic Achievements:

- Ranked 1st in first year and 2nd year of MBA from College.
- Organized National level techno-management event at college.
- Successfully Organized and managed youth level fest in college
- Rank first in intercollegiate SIP presentation competition.

Professionals Certifications

- Post-Graduation Diploma in Computer application (PGDCA)
- Tally ERP 9
- MSCIT

Hobbies

- Listening Music
- Reading books
- Dancing

Strength's

- Self-motivated
- Team player
- Problem solving approach

Educational institution Information's

- Bachelors in commerce from Pt. Ravishankar Shukla University Raipur. In year 2013
- PGDBM diplomat from MATS university, Raipur.
- Master's in business administration from Rashtrasant tukdoji maharaj, Nagpur University in year 2017.

Personal Info

Date of Birth: 15th July, 1993

Gender: Female

Languages: English, Marathi, Hindi, Gujarati

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Passport No:

Other Contact No: +91-7875427990

Mail Id : apksparmar@gmail.com

Permanent Address:

Declaration: I hereby declare that above mentioned information is true & correct as per my knowledge.

Upeksha V Parmar.

