**RASHMI SURAJ RAJBHOJ**  
 Email id: rashmik595@gmail.com  
 Contact no.: 91-7507778520

**Career Objectives:**

To succeed in an environment of growth and excellence and earn a job which provides me job Satisfaction and self-development and help me achieve personal as well as organization goals.

**Skill sets:**

* Self-Starter
* A dynamic individual determined to work in the Financial Sector.
* Fast learner
* Drive to exceed expectations coupled with good comprehension of financial markets.
* Well versed with the concepts of financial instruments (Equity, Debt, and Mutual Fund) Financial Management as well as Accounts management.
* Systematic and organized with interpersonal and presentation skills

**Education Qualification:**

MBA in Finance with 62% from Pune university  
 B.B.A in Finance with 69% from RTM Nagpur university  
 H.S.C with 70% from State Board

**Technical skills:**

-MS Office, Tally ERP-9, Internet, SAP ERP Exposure & NEAT System.

**Certifications:**

-Cleared Tally ERP\_9   
-NSE Certifications: Financial Markets - A Beginner’s module.

-NSE Certification in Capital Market Dealers Module

**Experience:**

1. Working in Baphana Warehousing Pvt. Ltd. (Nashik)

Job Profile : Assistant Manager (Accounts and Admin)

Job Duration: From 09th Sept 2019 till the date  
 Job responsibility:

* To Check Sales & purchase invoices according file GST return
* To pay monthly TDS
* To prepare the salaries of Employees and transfer into their Accounts.
* To check the Expenses and approve for payments.
* To Prepare Agreements.
* To Coordinate with CA/CS for any other general accounting duties
* To reconcile the bank, Debtors & creditors.
* Follow up with clients for outstanding & other issues.
* Filling for Audit and prepare balance sheet.
* To prepare monthly MIS report and provide to the Director.
* To perform admin activities.

2. Working in TESTQ Technologies Pvt. Ltd (Nashik)

Job Profile : Freelancer (Accounts)

Job Duration: From 29th May 2019 till the date  
 Job responsibility:

* To make Entries into Tally i.e. Sales purchase payment receipt journals
* To prepare invoices according file GST return
* To Prepare TDS return n make a payment.
* Finalized the Accounts and prepare balance sheet.

3. Worked in Real Security Service (I) Pvt. Ltd Dombivli (Mumbai)

Job Profile : Assistant Manager (Accounts)

Job Duration : From 30th Oct 2017 till 30th April 2019  
Job responsibility:

* To handle a team of two accountants
* To reconcile the bank statements in Tally
* To scrutinize the sales as well as purchase bills
* To reconcile the vendors receipts as well as payments.
* To work on pending recovery.
* To Verify bills, accordingly, issue client and follow up for payment
* To make inter branch reconciliation as well as directors personal accounts and manage the fund for any business-related transaction
* To File the Documents for Audit
* To calculate bill payment as well as Receiving TDS amount accordingly make entries.
* To work on Salary calculation & take approval from Manager HR.
* To handle petty cash transactions against miscellaneous expenses.
* To co-ordinate with CA for Finalization of Balance sheet.
* To resolve the mismatches in GST return.
* To prepare MIS report
* To make Budget on monthly Basis.

4. Worked in Décor Home India Pvt. Ltd Airoli (Contract basis)

Job Profile : Accounts Executive

Job Duration : From 1st Jan 2017 till 30th June 2017  
 Job responsibility:

* To make process of Bank Guarantee as well as Letter of Credit through Bank
* To make reconciliation of Bank Statements in tally.
* To maintain the record of shares related transactions of directors
* To make interbank reconciliation as well as directors personal accounts and manage the fund for any business-related transaction
* To keep records of purchase register of site.
* To make payroll process of employees.
* To make PF, ESIC as well as PT entries.
* To keep records of all cheque.

5. Working in HDFC Securities Limited Nasik Road

Job Profile : Relationship Manager (Equity)

Job Duration : From 25th April 2014 till 31st Dec 2014  
Job responsibility:

* To make trading on behalf of clients.
* To manage the portfolios of the customer & to suggest the best investment options like Equity, FD, NCDs and Insurance according to the need of customer.

6. Worked in Terminal One (JP Morgan Group) Nagpur

Job Profile : Finance Executive

Job Duration : From April 2013 to march 2014  
Job responsibility:

* To make fundamental reports of NSE & BSE listed Companies.
* To make portfolio reports after analyzing their asset & liabilities and suggest them the best investment option which help them for achieving their short term as well as long term goal.

**Academic Project:**

1. Mahindra & Mahindra Ltd.   
Project title: Inventory Management & Budgetary Control System  
Work profile: Analyzing the C class Inventory and making cost control.

Analyzing the Inventory Targets.

Preparing Inventory Budgets.

2.Hawa Valves Co. Pvt. Ltd  
Project title: Inventory Management  
Work profile: Analyzing the Inventory and making reports with the help of

Senior.

3.Kapilansh Dhatu Udyog Pvt. Ltd.   
Project title: Financial Statement Analysis.  
Work profile: Determining the statement and profitability of the firm.

**Extra-Curricular Activities:**

* Participated in Intercollegiate “Paper Presentation Competition”.
* Training in of Understanding Retail Store Operation in “Big Bazaar”.
* Actively Participated in College Gathering “EUPHORIA” and won 2nd prize
* Won third prize from the college for academic performance of the year

**Personal Details:**

* Husband Name : Suraj A Rajbhoj
* Date of Birth : 19/09/1990
* Address :Row House No.24, Prestij Park, Jagtap Mala

Near Taran Talav, Nasik Road, Nasik.

* Marital status : Married
* Languages : English, Hindi, Marathi
* Interests : Like to get more knowledge of financial planning,

Dance, Make new friends.

I hereby declare that the information given above is true to the best of my knowledge and belief.

Place: Nasik

Date:

Rashmi S. Rajbhoj