

# VAIBHAVI ANIL PARAB

## CONTACT

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Badlapur, Thane 421503

## EDUCATION

### PGDM (Finance)

MIT School of Distance Education, Pune  
(June 2021 – June 2023)  
GPA: 10

### M.com (Accounting)

JVM Mehta Degree College, Navi-Mumbai  
(July 2019 – June 2021)  
CGPI: 9.19

### B.com (Accounts & Finance)

JVM Mehta Degree College, Navi-Mumbai  
(July 2016 – June 2019)  
CGPI: 7.31

### 12th (Commerce)

Saraswati Education's Jr. College, Thane  
(February 2016)  
69.08%

### 10th

People's Education School, Thane  
(March 2014)  
76.60%

## CORE SKILLS

- Excellent Interpersonal Skills
- MIS Reporting & Dashboard Creating
- Financial Reconciliation & Invoicing
- Advanced Excel & MS Office Suite
- Problem Solving & Time Management
- Payment Processing & SLA Compliance
- Oracle Financials & Tally ERP-9

## LANGUAGES

- English
- Hindi
- Marathi

## OBJECTIVE

Analytical and detail-oriented professional with over 5 years of experience. Proven expertise in financial operations, data reporting, managing MIS processes, streamlining reporting cycles, creating complex dashboards. Demonstrated ability to collaborate with cross-functional teams, generate actionable insights from data, and support management in decision-making with high-integrity reporting.

## EXPERIENCE

### Sales Support at Bajaj General Insurance Limited

Mumbai (July 2024 to Present)

- Delivered MIS reports tracking sales trends to support senior management and channel partners.
- Maintained nationwide sales tracking dashboards, ensuring data accuracy and timely business reviews.
- Collaborated with field and regional teams to resolve reporting discrepancies and ensure compliance.
- Assisted team in meeting operational and reporting requirements.
- Helped optimize sales processes by identifying areas for automation and improvement basis of trend analysis.

### SDM – Corporate Agency at HDFC Life Insurance Co. Ltd.

Thane (June 2023 to July 2024)

- Ensured smooth communication and coordination with channel partners and colleagues from various service lines.
- Identified key operational trends through on-site business needs analysis and supported data-driven decisions.
- Delivered comprehensive pre-sales and post-sales reports to SM, CSM, RSM, and ZSM.
- Delivered thorough assistance to customers, showcasing the benefits of insurance coverage.

### Junior Officer at Infoplus MDM Private Limited

Powai (November 2022 to June 2023)

#### Client Name – Tata Projects Limited

- Generated monthly vendor and receivables/payables reports using Oracle ERP, improving cash flow tracking.
- Monitored invoice lifecycle and payment processing, ensuring SLA compliance.
- Led a 7-member team for P2P query resolution, improving internal SLA adherence by 20%.
- Maintained asset allocation and inventory MIS, flagging low stock levels and managing purchase requests.

### Specialist at Price Waterhouse & Co LLP

Goregaon (October 2021 to October 2022)

- Produced MIS reports for audit engagement tracking and regulatory risk monitoring.
- Assisted in tax computation, ITR tracking, and invoice generation via Oracle.

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## **HOBBIES**

- Reading Novels ●
- Listening Music ●
- Cooking ●

- Coordinated engagement documentation and ensured timely client billing and collections.
- Coordinated interdepartmental data exchange, ensuring MIS accuracy and confidentiality.

### **Accountant at SANVEG BUILDERS**

Badlapur (February 2021 to October 2021)

- Prepared comprehensive financial MIS including cash flow, expense tracking and monthly reconciliation using Tally.
- Handled e-TDS filings, vendor payments, and book-keeping, streamlining accounting documentation.

### **Accountant at Rush-Me Travels**

Thane (February 2020 to February 2021)

- Oversaw daily financial transactions and generated periodic MIS for external audits.
- Supported budgeting and reconciliation processes, enhancing fiscal transparency.