

CURRICULUM VITAE

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Job Objective

Seeking a challenging opportunity in an organization that recognizes and values my skills, allowing me to utilize my experience and knowledge effectively.

Total Work Experience: 24 years

Skills and Summary of Work Experience

Office Manager (2.5 Months)

Neev Wease Pvt Ltd, Mumbai

December 2024 – Present

Industry: Textile

Reporting to: Director

HR Work

- **Job Descriptions & Candidate Sourcing:** Independently create job descriptions for various positions and source candidates through job portals like LinkedIn and Apna.
- **Recruitment Coordination:** Arrange recruitment processes by identifying suitable candidates, scheduling interviews, and ensuring timely closure of open positions.
- **Offer Management:** Handle offer discussions, negotiate terms with candidates, and manage offer formalities, including documentation and joining procedures.
- **Payroll & Confidentiality:** Ensure accurate payroll processing and maintain confidential employee records.
- **Candidate Relations:** Maintain communication with candidates until their joining to prevent any issues.
- **Compliance Management:** Oversee compliance requirements for both staff and workers.

Payroll Work

- **Employee Enrollment:** Enroll new employees in the door lock system.
- **Salary Processing:** Manage the monthly salary processing.
- **Record Maintenance:** Maintain comprehensive staff records and documents in both manual and digital formats.

Administration Work

- **Software Proficiency:** Experienced in using Microsoft Office, G-Suite, Outlook, Online Government Portals, and Tally ERP Prime.
 - **Office Maintenance:** Manage the upkeep of office premises, including procurement and maintenance of office equipment (computers, printers, scanners, Xerox machines, etc.) and furniture, ensuring serviceability and adherence to AMC.
 - **Courier & Documentation Management:** Track outward/inward couriers, ensure accurate register entries, and hand over documents to the appropriate personnel.
 - **Office Documentation:** Maintain office documentation, including filing records and managing emails in customer and vendor correspondence files.
 - **Call Handling:** Manage incoming and outgoing calls in the absence of a telephone operator.
 - **Housekeeping & Store Management:** Supervise housekeeping and store management to ensure a disciplined and well-maintained office environment.
 - **Stock Management:** Keep records of housekeeping and pantry material requirements and stocks.
 - **Client & Visitor Management:** Attend to visitors, clients, and candidates, and arrange meetings with bank and government officers.
 - **New Office Construction Work:** Visit the new office site daily and report to the Director & team.
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Assistant Director (7.5 Months)

Loris Food & Beverages, Mumbai

May 2024 – December 2024

Industry: Food & Beverages

Reporting to: Managing Director

- Serve as a personal team member to the Managing Director, acting on behalf of the MD.
- Manage recruitment processes, including identifying candidates and finalizing positions.
- Oversee and support the sales team.
- Manage client relationships.
- Develop and expand the distribution network.

Administrator and HR Manager (1.1 Years)**Planet Space, Chembur, Mumbai***April 2023 – April 2024***Industry:** Real Estate**Reporting to:** Partner/Director**Administration Responsibilities:**

- Proficient in Microsoft Office, G Suite, Online Government Portals, and Tally Prime Gold.
- Manage office maintenance documents and maintain records of emails in individual customer and vendor correspondence files.
- Oversee the maintenance of office premises and procurement of office equipment (e.g., computers, printers, scanners, xerox machines).
- Track outward/inward couriers, post them, and ensure proper entry in the register, handing them over to the concerned persons in the office.
- Supervise store management to ensure proper maintenance of goods.
- Manage housekeeping and administration, ensuring discipline among junior staff.
- Greet and assist visitors, clients, and candidates.
- Attend meetings with bank officers, government officers, etc.

Documentation Responsibilities:

- Coordinate with site engineers to manage third-party services, including cleaning, HVAC, plumbing, electrical, landscaping, specialty vendors, and contracts.
- Prepare party agreements, payment receipts, NOC letters, demand letters, and other required documents.
- Assist with accounting procedures and organize the close of escrow files for audit purposes.
- Complete paperwork for all real estate transactions promptly to ensure timely deal closures.
- Prepare RERA, Bank APF, OC, and CC documents.
- Compile and distribute weekly/monthly reports, communicating key results to the team to ensure company goals are met.

HR Work

- **Job Descriptions & Candidate Sourcing:** Independently create job descriptions for various positions and source candidates through job portals like LinkedIn and Apna.
- **Recruitment Coordination:** Arrange recruitment processes by identifying suitable candidates, scheduling interviews, and ensuring timely closure of open positions.
- **Offer Management:** Handle offer discussions, negotiate terms with candidates, and manage offer formalities, including documentation and joining procedures.
- **Payroll & Confidentiality:** Ensure accurate payroll processing and maintain confidential employee records.
- **Candidate Relations:** Maintain communication with candidates until their joining to prevent any issues.
- **Compliance Management:** Oversee compliance requirements for both staff and workers.

Payroll Work

- **Employee Enrollment:** Enroll new employees in the door lock system.
- **Salary Processing:** Manage the monthly salary processing.
- **Record Maintenance:** Maintain comprehensive staff records and documents in both manual and digital formats.

Accounting Work

- **Vendor & Purchase Management:** Process creditor bills and book purchase entries.
- **Sales & Client Tracking:** Record sales entries and maintain a client tracking sheet.
- **Payment & Record Management:** Maintain bill-wise payment records and manage debtor and creditor accounts.
- **Tax Compliance:** Prepare and manage monthly TDS and GST statements, and record sales entries in Tally.
- **Payments:** Prepare supplier and other expense payments through cheques, e-payments, and electronic transfers.

- **Bank Coordination:** Liaise with bankers for transactions.
- **Monthly Financial Closure:** Manage monthly financial closing activities.
- **Society Maintenance:** Prepare society maintenance invoices and follow up on payments.

Administrator and HR Manager (4 Months)

Sushanku Realty Pvt Ltd, Santacruz, Mumbai

December 2022 to March 2023

Industry: Real Estate

Reporting to: Director

Administration Work

- **Software Proficiency:** Experienced in using Microsoft Office, G-Suite, Outlook, Online Government Portals, and Tally ERP Prime.
- **Office Maintenance:** Manage the upkeep of office premises, including procurement and maintenance of office equipment (computers, printers, scanners, Xerox machines, etc.) and furniture, ensuring serviceability and adherence to AMC.
- **Courier & Documentation Management:** Track outward/inward couriers, ensure accurate register entries, and hand over documents to the appropriate personnel.
- **Office Documentation:** Maintain office documentation, including filing records and managing emails in customer and vendor correspondence files.
- **Call Handling:** Manage incoming and outgoing calls in the absence of a telephone operator.
- **Housekeeping & Store Management:** Supervise housekeeping and store management to ensure a disciplined and well-maintained office environment.
- **Stock Management:** Keep records of housekeeping and pantry material requirements and stocks.
- **Client & Visitor Management:** Attend to visitors, clients, and candidates, and arrange meetings with bank and government officers.

Documentation Work

- **Vendor & Service Management:** Manage third-party services, including cleaning, HVAC, plumbing, electrical work, landscaping, specialty vendors, and contracts.
- **Property Management:** Oversee condominiums for individual investors, enforce lease requirements, and community policies.
- **Landlord Relations:** Engage with landlords to discuss technical matters, including evictions, maintenance, and welcoming new tenants.

Summary of Responsibilities

Real Estate and Legal Coordination:

- Generate estoppel certificates and oversee due diligence related to various sales and acquisitions.
- Perform financial analyses for potential joint ventures and funding opportunities, as well as manage portfolios and assist in developing new market strategies.
- Provide daily support to closing and title coordinators, and assist with accounting procedures.
- Organize escrow files for audit purposes, ensuring all real estate transactions are completed promptly to close deals as quickly as possible.
- Prepare critical documents, including Party Agreements, Payment Receipts, NOC letters, Demand Letters, and other required legal and regulatory documents (RERA, Bank APF, OC & CC documents).
- Monitor transaction deadlines, provide necessary notices to relevant parties, and ensure compliance with legal requirements, including tax withholdings.
- Schedule appointments with all stakeholders, including open houses and final walkthroughs.
- Organize community outreach events to enhance local presence and produce marketing materials such as brochures, flyers, online content, and social media posts to continuously build the brand.
- Compile and distribute weekly/monthly reports, communicating key results to ensure alignment with company goals.
- Deliver concierge-level customer service to sellers, buyers, and lenders, aimed at improving customer satisfaction.

Human Resources Management:

- Create job descriptions for various positions and independently source candidates through job portals and LinkedIn.

- Manage recruitment processes, including candidate identification, interview scheduling, and timely position closures.
- Conduct offer discussions, handle negotiations, oversee offer formalities, and manage documentation and joining procedures.
- Ensure accurate payroll processing and maintain confidential employee records.
- Maintain relationships with candidates through to their joining to prevent any issues.
- Handle staff and workers' compliance-related matters.

Payroll Administration:

- Enroll new employees in the door lock system and manage the monthly salary process.
- Maintain comprehensive staff records in both manual and digital formats.

Accounting Responsibilities:

- Process creditor bills, book purchase entries in Tally software, and follow up for advance payments.
- Maintain bill-wise payment records and creditor accounts, ensuring ledger scrutiny.
- Prepare supplier and other expense payments through cheques, e-payments, and electronic transfers, and coordinate with bankers for transactions.
- Manage monthly financial closing, including preparation of maintenance invoices for society and follow-up.

Professional Experience

Administrator, HR and Marketing Officer (14 Years & 3 Months)

G. Amphray Pharmaceutical Pvt. Ltd., Fort, Mumbai (August 2014 to November 2022)

Triochem Laboratories Pvt. Ltd. (August 2007 to July 2013)

Industry: Pharmaceutical Manufacturing

Reporting to: Proprietor & Director

ADMINISTRATION WORK

- **Software Proficiency:** Skilled in Microsoft Navision, G-Suite, Outlook, Online Government Portals, Matrix Varta Calling, and tools for managing visiting cards and contacts, and email communication.
- **Office Maintenance:** Responsible for the upkeep of office premises, including the procurement and maintenance of office equipment (computers, printers, scanners, Xerox machines, etc.) and furniture to ensure serviceability and manage Annual Maintenance Contracts (AMCs).
- **CCTV Management:** Oversee the handling of CCTV operations at both head office and factory locations, including records management and AMCs.
- **Courier and Documentation:** Manage inward and outward courier services, ensure accurate record-keeping, and ensure timely delivery of documents to the relevant office personnel.
- **Document Filing:** Maintain a comprehensive filing system for office documents, including emails, correspondence with customers and vendors, and other critical records.
- **Correspondence Management:** Send seasonal greetings, invitations, and letters of appreciation or regret to customers, vendors, government officials, bank officers, and corporate associates via email, courier, or post.
- **Telecommunication:** Handle incoming and outgoing calls, maintaining proper records in the absence of a telephone operator.
- **Housekeeping and Store Management:** Supervise housekeeping staff and ensure proper store management, maintaining cleanliness, and a disciplined working environment.
- **Inventory Management:** Keep accurate records of housekeeping and pantry supplies, ensuring adequate stock levels.
- **Visitor Management:** Attend to visitors, clients, and candidates at the reception, ensuring a welcoming environment.
- **Guest Hospitality:** Coordinate guest hospitality services, liaising with employees, guests, hotels, and travel agencies to ensure smooth arrangements.
- **License and Certification Management:**
 - **ISO:** Handle inspection documents as required.
 - **FDA/FSSAI License:** Manage renewal documents and coordinate with agents and the Quality Assurance (QA) department.
 - **BMC License:** Manage Shops and Establishment Act licenses and communicate with BMC officers.

- **DGFT - IEC:** Handle both online and offline profiles and documents related to the DGFT Import Export Code.
- **Icegate:** Manage online and offline profiles and documents for Icegate customs import-export.
- **FIEO RCMC/PHARMEXCIL RCMC/CHEMEXCIL RCMC:** Manage yearly renewals and quarterly turnover updates.
- **N(Code) - Digital Signature Certificate:** Oversee yearly renewals and updates for Personal, DGFT, and Icegate digital tokens.
- **EU Market:** Update export data annually for Europe Market Reach (SSS).
- **Records Management:** Maintain organized records of office documents and data according to operational requirements.

HR WORK

- **Software Proficiency:** Proficient in Matrix and Spine HR software.
- **Recruitment:** Create job descriptions, source candidates via job portals like Naukri.com and LinkedIn, arrange recruitment processes, and ensure timely closure of positions.
- **Offer Management:** Handle offer discussions, negotiations, and formalities, ensuring smooth onboarding and documentation.
- **Payroll and Employee Data:** Accurately record payroll and employee information while maintaining strict confidentiality.
- **Candidate Relations:** Maintain relations with candidates from the offer stage to joining to ensure a smooth transition.
- **Compliance Management:** Manage staff and workers' compliances, ensuring adherence to labour laws, including the Shop Establishment Act, Factory Act, PF, ESIC, Gratuity, and PT.
- **Team Building:** Foster teamwork within the factory department, arranging welfare activities, guidance, training, and development.
- **Policy Management:** Develop and implement policies and procedures related to contract/contractor management, employee benefits, and compensation.
- **Event Management:** Organize and manage staff and worker events, including Dasara and Diwali gift distribution, medical facilities for factory staff, and other get-togethers.

PAYROLL WORK

- **Software Proficiency:** Experienced with Marix, Spine, Essl, Online PF & ESIC, and Microsoft Navision.
- **Attendance Management:** Maintain attendance records using Matrix Biometrics software, both online and on mobile platforms.
- **Payroll Processing:** Process monthly attendance and payroll for all staff and workers.
- **Employee and Workforce Management**
 - Oversee the onboarding of new employees and workers.
 - Ensure all staff and workers have the Matrix software installed on their mobile devices, and provide timely training on its usage.
 - Process monthly salaries and wages using Spine Payroll software.
 - Maintain and update monthly records for salary, PF, ESIC, and leave for Head Office (HO) staff.
 - Execute online payments for PF and ESIC contributions.
 - Manage the processing of yearly bonuses.
 - Maintain comprehensive records and documents for all HO staff, factory staff, and workers in both manual and digital formats.

Factory Operations

- Conduct regular visits to factory premises and offices to ensure proper maintenance of plant facilities and office infrastructure.
- Monitor and maintain staff and workers' gate card access, attendance, compensatory off (com-off), and leave registers, along with biometrics attendance software.
- Review and manage all payroll-related documentation, ensuring accurate record-keeping for all staff and workers.
- Ensure timely management and handling of SOP (Standard Operating Procedure) and ISP (Inspection Service Procedure) documents.
- Coordinate effectively with the Production, Store, QA/QC departments, and security teams.
- Oversee company vehicle movements, ensuring proper maintenance and scheduling.
- Handle additional activities related to factory operations as required.

Management Information System (MIS)

- Utilize Microsoft Navision and MS Excel for generating and analyzing MIS reports across all departments on a monthly to yearly basis.
- Create new MIS reports as needed to support business objectives.
- Develop advanced Excel dashboards.
- Maintain and update the Certificate of Analysis (COA) for all products in Excel format.
- Innovate and implement new formats, formulas, macros, and ideas to optimize time and space efficiency.

Marketing Operations

- Develop and nurture new clients and business opportunities for both new and existing products, targeting both international and national markets.
- Handle client communications via email, courier, and fax, and conduct follow-ups for new orders.
- Foster ongoing relationships with existing clients to ensure continuous supply and long-term partnerships.
- Maintain an up-to-date database of company contacts, including Indian and foreign clients.
- Update records based on magazine subscriptions, emails, Chemexcil lists, pharmacy events, exhibitions, etc.
- Manage logistics and coordination for foreign exhibitions, including sending invitations, arranging appointments, and handling associated materials.
- Maintain detailed records for each exhibition, in both digital and physical formats.
- Participate in local exhibitions and compile data from these events.
- Develop new suppliers, particularly manufacturers, and seek new vendors for general store items for the API plant.
- Execute timely sales promotions.

Design Work

- Design labels and brochures for magazines, online platforms, and exhibition advertising.
- Create occasional e-cards for email distribution, utilizing mail-merge and bulk mail software.
- Design product bags and other promotional materials.

IT Support

- Provide maintenance and troubleshooting support for computers, networks, printers, and scanners as needed.
- Coordinate with the IT AMC company for timely support and updates.
- Manage the Admin Server.
- Update software across all computers in both HO and factory locations.

Export & Import Operations

- Utilize specialized software (US Software, Visual Export, Microsoft Navision, and online portals) to manage export and import activities.
- Work with the Indian Government's import and export incentive schemes.
- Prepare pre-shipment and post-shipment documents, including invoices, packing lists, Certificates of Origin/GSP, insurance documents, and other required certificates (e.g., Certificates of Analysis, Declarations) as specified in customer purchase orders.
- **Pre-Shipment and Export Documentation**
 - Arrange pre-shipment samples via courier, including necessary documentation.
 - Follow up on export documents in accordance with Letter of Credit (L/C) instructions.
 - Coordinate with the Operations Department at JNPT, Custom House Agents, and liaise with DGFT, Customs, and Excise departments.
 - Oversee coordination with logistics and shipping companies, including issuing Non-Hazardous declarations, Bill of Lading (B/L) instructions, and following up on receiving the Original B/L.
 - Engage with clearing agents, negotiate and book freight with shipping companies and freight forwarders.
 - Monitor the clearance and movement of import consignments.
 - Issue ARE-1 forms for the removal of shipments from the factory.
 - Ensure timely delivery of goods through regular follow-ups.
 - Prepare and submit MIS reports to management.
 - Correspond with buyers and suppliers via email and letters.
 - Arrange and coordinate inspections with various inspection agencies such as ISO and SGS.

- Handle correspondence with Central Excise regarding Rebate Claims, LUTs, Bonds, and POEs.
- Maintain records for foreign godown stock, MIS reports, and issue Invoice cum Delivery Orders (D.O.) via software, follow up on payments, and correspond with the Godown Manager and foreign banks.
- Keep manual registers for foreign stock, batch, sales, and import/export records, and maintain computerized records in Excel and NAV software.

Incentive Management

- Manage and record data for the following schemes:
 - DGFT – RoDTEP Export Scheme
 - DGFT – MEIS Export Scheme
 - DGFT – Chapter 3 Scheme
 - DGFT – Focus Market Scheme
 - DGFT – Advance License
 - DGFT – 2% Incentive Scheme

Local Sales Management (Currently Inactive)

- Software: Microsoft Navision, MS-Office, Tally
- Send quotations, negotiate prices, provide pre-shipment samples, and execute orders as per Standard Operating Procedures.
- Arrange and coordinate the movement of goods throughout India via road, rail, air, and sea, and handle rate contracts with transporters.
- Arrange deliveries and coordinate with the factory and other departments to ensure timely dispatch of goods to customers.
- Prepare Sales, Delivery Challan, and Invoices, and issue final commercial invoices. Send all related documents to customers by email and courier, ensuring insurance coverage of sales invoices.
- Maintain accounts and records, including debtors' books, order books, and enquiry registers both manually and in computerized formats (Excel and NAV software).
- Update monthly insurance statements, sales/debtors' outstanding statements, and follow up on overdue payments via email and postal correspondence.
- Process debit and credit notes and update brokerage statements for local sales.
- Issue and check Forms C/H/I as required, and coordinate with QC, Dispatch, and Accounts departments for various issues.

Local Purchase Management (Currently Inactive)

- Software: Microsoft Navision, MS-Office, Tally ERP
- Update records based on factory indentations, float enquiries to current suppliers, and prepare comparative statements to select the best manufacturer based on quality.
- Prepare purchase orders, including terms and conditions related to quality, packing, delivery, and payment terms.
- Follow up by email for timely delivery according to the purchase order, receive invoices and related documents, and correspond with factory staff for quality checks and issues.
- Manage quality-related issues by sending rejection memos and requesting replacements as needed.

Catalogue Plant Management and Inventory Oversight

- Conducting extensive discussions with plant staff regarding catalogue plants and introducing new suppliers and the latest technological instruments, spares, and engineering or electrical items.
- Performing factory visits to inspect all items in stores, ensuring that stock levels for all items meet a minimum one-month supply requirement.

Account Management

- **Software Proficiency:** Microsoft Navision & Tally ERP
- Coordinating with the factory, sales, and purchase departments.
- Following up with the bank on issues and submitting FIRC (Foreign Inward Remittance Certificates).
- Issuing E-Bank Reconciliation Certificates (E-BRC) upon receipt of payments.
- Processing creditors' bills and booking purchase entries in NAV and Tally ERP software, including managing advance payments to parties.
- Maintaining and scrutinizing debtors' and creditors' accounts and ledgers.
- Preparing payments for suppliers and other expenses via cheque, e-payments, or electronic transfers.

Marketing Manager (1Year – project period)**Yagnam, Navi Mumbai***August 2013 to July 2014***Industry:** Engineering

- Reporting directly to the Managing Director.
- Overseeing all sales and marketing activities within the engineering industry.
- Promoting industrial mill machines and managing online and offline inquiries.
- Enhancing operational efficiency, controlling service levels, and ensuring quality.
- Setting service level agreements for end-user applications and services.
- Strengthening relationships with end-user departments and developing staff potential.
- Engaging in new business development and strategic marketing/sales activities, including company introductions, catalogue distribution, and vendor development.
- Coordinating with advertising agencies to improve promotions and presentations.
- Managing inquiries, quotations, work orders, and coordination with factory workers.
- Preparing proforma and commercial invoices, arranging transport for dispatch, and following up on payments.
- Preparing tender documents and arranging after-sales service for customers.
- Conducting customer meetings and providing MIS reporting, including developing new formats and formulas to enhance efficiency.
- Handling HR responsibilities for candidate placement.

Sales & Purchase Assistant Manager (1.4 Years)*Right Outdoor Signs Pvt. Ltd., Mahape, Navi Mumbai**April 2006 to July 2007***Industry:** Engineering

- Reporting to the Director, CEO, Factory Manager, and Production Engineering Manager.
- Managing stock and purchase store departments, including material orders, bill processing, and payment follow-ups with creditors and the accounts department.
- Coordinating material dispatch to sites as per dispatch lists and addressing site requirements and queries.
- Arranging transport for site dispatches and payments.
- Submitting job work and purchase bills to the accounts department, ensuring accuracy in material checks, amounts, challans, and rates.
- Handling all computer operations, including computerized documentation, report generation, and the implementation of new macros and Excel formulas for document and report management.

Professional Experience**Lording & Unloading Frames for Job Work Responsibilities:**

- Dispatch materials to various sites across India.
- Coordinate with factory workers, site workers, clients, retailers, and suppliers.
- Perform computer maintenance, including software, hardware, printer, and scanner installations.
- Create AutoCAD drawings for columns, canopies, frames, etc., and design for petrol pumps.
- Maintain documentation for individual site files, including forms, photos, inspection reports, approvals, dispatch lists, and payment papers.

Project Executive cum Secretary (2 Years)**Motorola India Pvt. Ltd., Motorola-Reliance Project, Koperkhairane, Navi Mumbai***April 2004 - March 2006**Contracted through Manpower Services India Pvt. Ltd.***Industry:** IT - Communication**Responsibilities:**

- Reported to the CEO, Managing Director, and Project Manager.
- Prepared project reports and documents, including MR, PTT, OTAF, CDMA, GSM, etc.
- Assisted and tracked consultants' time and updated project tracking formats.
- Managed phone calls, inventory, office stationery, project invoices, and account documents.

- Handled travel bookings, general emails, time-sheets, and document processing.
 - Created reconciliation reports and prepared reports using MS Excel.
 - Performed auditing and financial data reconciliation, and updated client systems.
 - Conducted all computer operations, including computerized documentation, reports, and using Excel formulas.
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Faculty cum DTP (Graphic) Operator (3 Years)

IT WEBTECH, Computer Education, Chembur, Mumbai

April 2001 - March 2004

Industry: IT Education

Responsibilities:

- Taught MS-DOS, MS-Office, Tally, D.T.P., Web Graphics, Internet, C Programming, Basic C++, and Basic Commands & Hardware Maintenance.
 - Provided training for data entry work and prepared data using MS Word and MS Excel.
 - Created data work using PageMaker, CorelDraw, and MS Office.
 - Performed data entry for DNC Company.
 - Designed wedding cards, advertising documents, and visiting cards.
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Educational Qualifications

- **Master's in Business Administration (MBA) with Specialization in Marketing**
Tilak Maharashtra Vidyapeeth, Pune, October 2008
- **Bachelor's Degree in Commerce (B.Com.)**
Mumbai University, March 2003
- **Higher Secondary Certificate (H.S.C.)**
Mumbai Board (Pune Board), March 1998
- **Secondary School Certificate (S.S.C.)**
Mumbai Board (Pune Board), October 1995

Additional Qualifications

- Certificate of Completion in Communication Skills, 2022
- Digital Marketing Certificate, 2021
- Certificate in Export Incentives Workshop, February 2015
- Diploma in Management Studies (DMS), Mumbai University, December 2005
- Advanced Certificate in Foreign Trade, Indian Merchants Chamber, Mumbai, 2009

Project Work

- **Export for Sodium Citrate under Chemical Industry**
MBA (Marketing) Project
- **Application for Computer Programming**
B.Com. College Project

Computer Knowledge:

Diploma in Computer Fundamentals:

- Comprehensive understanding of computer fundamentals, Windows operating system, and internet usage.

Diploma in MS-Office (Office Automation):

- Proficiency in MS-DOS, MS-Word, MS-Excel, MS-PowerPoint, MS-Access, and internet applications.

Diploma in Desktop Publishing (D.T.P.):

- Expertise in PageMaker, Corel Draw, Adobe Photoshop, and ImageReady.

Computer Application & Programming:

- Basic knowledge of programming in C, C++, and FoxPro.

Certificate in Advanced Excel:

- Advanced skills in Microsoft Excel.

Diploma in Computer Web Graphics:

- Web Graphics Design: Adobe Photoshop, Adobe ImageReady, and Animated GIF.
- Animation: Micro Media Flash.
- Web Development: HTML, HTML Script, DHTML Script, JavaScript, VBScript, and basic SQL.

Knowledge of Hardware:

- Fundamentals of hardware and DOS commands.
- Installation of software and hardware.

Knowledge of Other Software:

- **Microsoft NAV (Navision) ERP:** Experience in accounting, import & export, local sales & purchase (SQL).
- **Biometric Attendance Software:** Matrix and ESSL.
- **Payroll and HR Software:** Spain Payroll, PF & ESIC software, HR recruitment portals (Naukri.com, Apna, Times Jobs, Indeed, LinkedIn, Shine, etc.).
- **US Software for Custom CHA:** Import & export.
- **Visual Export Software:** Familiarity with export processes.
- **Online Government Schemes/Applications:** Experience with various online government applications.
- **Courier Booking Software:** Preparation of online bookings for DHL, TNT, FedEx, Bluedart, and local services.
- **Shipping and Logistics Software:** Knowledge of software used in shipping and logistics.
- **Online Marketing Portals:** Trade India, Alibaba, FIEO, PHARMEXCIL, CHEMEXCIL, Reach (SSS), and EU Market.
- **Basic Knowledge:** Power Query, Power BI, AI Excel, and ChatGPT.

Accounting Knowledge:**Diploma in Computerized Accounting (Tally):**

- Proficiency in Tally Prime Gold, Tally ERP (versions 9.0, 7.2, 6.3, 5.4, and 4.5).

Practical Accounting:

- Experience in handling purchase and sales registers, balance sheets, profit & loss accounts, voucher entries, billing, and filing.

Taxation:

- Knowledge of GST, Income Tax, Sales Tax, Professional Tax, and related returns.

Typing Skills:

- English typing speed of 40 w.p.m. as per Maharashtra Board standards.

Personal Vitae:

Name: Rupali Yashawant Khade

Date of Birth: 1st May 1980

Nationality: Indian

Native Place: Mangaon, Raigad, Maharashtra

Gender: Female

Marital Status: Single

Languages Known: English, Hindi, and Marathi (Read, Write, and Speak)

Regards,

Rupali Yashawant Khade