

Vaibhavi Rane

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Profile Summary:

I am an energetic, ambitious person who has developed a mature and responsible approach to any task that I undertake, or situation that I am presented with. As a post graduate with four years' experience in financial institution, I am excellent in working with others to achieve a certain objective on time and with excellence.

Work Experience:

Company Name: Lokmanya Multipurpose Co-op society ltd. Margao

Designation: Accounts Assistant

Oct 2018 -Present

Responsibilities;

- My responsibilities include managing day to day banking transactions of customers which includes deposits, withdrawal, NEFT/RTGS.
- Handling customer grievances. Pitching customer's different products under general insurance, life insurance and mutual funds.
- Preparing of expense reports and reimbursements, entering financial transactions into our internal databases. Managing client bank accounts, well versed in handling cash, banking and maintaining of accounts. Processing deposits, payments and withdrawals. Authorizing and evaluating overdrafts and loans. Handling other transactions such as writing cashier checks.

Company Name: Globus Management Services Pvt Ltd, Panjim.

Designation: HR Associate

Oct 2017 - Mar 2018

Responsibilities:

- Maintain digital and electronic records of employees. Handled PF/ESIC Matters, Processing of Pay Roll, Maintenance of Leave Records.
- Submission of Various returns under Factories Act, Shops & Establishment Act, Contract Labour Act, Minimum Wages Act and Payment of wages Act etc.
- As a HR Associate my duty was to handle our clients Labour laws and regulations. All internal and external HR-related enquiries or requests.

TECHNICAL SKILLS

- Sound Communication Skills both written and oral
- Positive attitude towards work and people; energetic and focused
- Firm belief in Teamwork
- Computer savvy
- Willingness to learn
- Punctual and have a great value of time

PROFESSIONAL EDUCATION

- **2021-** Completed B. Ed from Dr. D. Y. Patil Pimpri Chinchwad Pune.
- **2017-** Completed **M. Com** from Carmel College, Nuvem, Goa
- **2015-** Completed **B. Com** from Damodar College, Margao, Goa
- **2012-** Completed H.S.S.C from R.M. Salgaoncar Higher Secondary School, Margao.

Internship:

Worked as an intern in Chowgule Industries Pvt Ltd from 30 May 2016 to 11 June 2016 in Accounts Department.

- Assisting with filing, data entry, and recording and maintaining accurate and complete financial records.
- Working with bookkeeping software.
- Learning how to work as part of the accounting team to compile and enter data with the help of invoices and receipts.
- Taking on additional tasks or projects to learn more about accounting and office operations.

Beyond Curriculum and Hobbies:

- Successfully completed one year course in 'Information Technology' in the year 2012-2013.
- Attended a workshop in Digital Marketing organized by Management Institute for Leadership and Excellence.
- Participated in all Goa Inter Collegiate Quiz Competition held at Margao on 23rd Jan 2011
- Host at Defense expo held in March 2016, Goa for various Korean Companies.
- Participated and secured B grade in All India I.T Quiz organized by India Society for Electronics and Computer Technology.
- Attended a program on GST to understand the implications of taxes in India, organized by Carmel College, Nuvem, Goa
- Pursuing vocal classes in Kalangan Institute of Performing Arts. ☑ Travelling and adventure field trips

PERSONAL DETAILS

Date of Birth : 23/08/1994

Nationality : Indian

Marital Status : Single

Languages Known : English, Marathi, Hindi, Konkani

I hereby declare that the information given herewith is correct to my knowledge and I will be responsible for any discrepancy.

Date :

Place : Goa