

CURRICULAM **VITAE**

RUNALI AKSHAY TAMBE

Permanent address

20/37, New B.D.D. Bldg.,
M.J. Phule Road,
Naigaon,
Dadar [E],
Mumbai-400014

Email Id: runali.rv@gmail.com

Contact no: **9702956760**

PERSONAL PROFILE

- Name:- Runali A. Tambe
- Husband Name: Mr. Akshay A. Tambe.
- Date of Birth:-12 February 1993
- Gender:- Female
- Marital Status:-Married
- Language Known:-English,Hindi,Marathi
- Hobbies:- Learning new things , Cooking foods

OBJECTIVE

To give my best to any work to obtain meaningful & challenging career that enables me to constantly learn as well as achieve almost quality performance.

EDUCATIONAL QUALIFICATION

Degree	University	Passing year
M.Com	Mumbai	2020
T.Y.B.Com	Mumbai	2014
HSC	Mumbai	2011
SSC	Mumbai Board	2009

Computer Skills

- Tally ERP9
- Microsoft Excel
- Typing English 30 wpm
- MS CIT

EXPERIENCE

Company Name:-1.LIFECARE DIAGNOSTICS

Design:- Back Office & Account Executive

Duration:- (5th April, 2021 TO June22)

ACCOUNTS SKILLS

- Handel bank entry & reconciliation.
- Purchase entry in accounting software
- Sales book in tally & another software
- Petty cash maintain in tally
- Expenses book & adjust in journal entry
- Payment & receipt, conta entry
- Excel work like Pivot & vlookup formula
- Assist accounts manager work
- Documentation work related to sales invoice

Company Name:-2.TATA MEMORIAL HOSPITAL l(Under TCS project -BOP)

Design:-Back Office Executive (Healthcare CRM)

Duration:-1 year 6 months (4th FEB, 2019 TO 9th JULY, 2020)

Back Office Executive

- Handle enquiry counter, Registration of new patients.
- Billing & cash handel
- Assigning OPD's as per the cancer report (Everything in hospital software.)Coordinatewith Patients
- Excel work related with Daily work report & analyse the same and share
- As an Observer working on a project includes.

Company Name:- 3. Samrin Services Pvt Ltd

Design:-Account Exc.(Export)

Duration:-8 months (21st MAY, 2018 – 31st Dec, 2018)

ACCOUNTS SKILLS

- Making Goods Receipt Notes
- Making Goods Dispatch Note
- Sales / Purchase Entry

Company Name:- 4.Anant Enterprises / Richi Rich Garments

Design:-Accountant

Duration:-3 year 6 month (18th June, 2014- 10th Nov, 2017)

ACCOUNTS SKILLS

- Making of bills both for Sales or Purchase
- Bank entries in the accounting system
- cash entries in the accounting system
- Bank reconciliation
- Handle petty cash
- Making of journal entry (exp. Book)
- Making of both for debit note or credit note.
- Excel work related with ACCOUNTS

Place: Mumbai

(Runali A. Tambe)

Date:

