

## **RESUME**

### **JYOTI ARUN PARSEKAR**

D. M. Road, Vakola Bridge,  
Santacruz (East), Mumbai – 400 055

**Tel:** [M] 9930057547

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### **CARRIER OBJECTIVE: -**

To earn more professional knowledge and experience through varied exposure and work culture and thereby to prove as a competent and through professional in the field of Corporate Accounts-Finance.

### **EDUCATIONAL QUALIFICATIONS: -**

<b>Degree</b>	<b>Board/University</b>	<b>Percentage / Grade</b>	<b>Year of Passing</b>
Diploma	Diploma in Tax Management (Welingkar Institute of Management)	I-Class	July-2019
B. Com	Mumbai University (Patuck College)	I-Class	May-2013
H.S.C	Maharashtra Board Mumbai (SNDT College)	I-Class	June-2010
S.S.C	Maharashtra Board Mumbai (Rameshwar Vidya Mandir)	I-Class	June-2008

### **COMPUTER KNOWLEDGE: -**

<b>Operating Systems</b>	Windows 95/98/2000/XP/Wista.
<b>Packages</b>	MS Office (Word, Excel, PowerPoint), Internet.

### **ADDITIONAL QUALIFICATION:**

- 1) MS-CIT
- 2) Advance Tally ERP 9

**EMPLOYMENT: - LIGHTHOUSE LEARNING PRIVATE LIMITED**

Position : - Accounts Executive  
Period : - From December - 2021 to as on date  
Software's : - Oracle Business Suite Software

**MAIN FUNCTION & RESPONSIBILITY: -**

**Accounts Payable & Receivable**

- ☐ Generate Receipt Invoices in Oracle EBS.
- ☐ Vendor creation & Third-party Registration in Oracle EBS
- ☐ Prepared Branch wise Daily Collection mapping reports.
- ☐ Bank Reconciliation in EXCEL & Skolaro software.
- ☐ Creating New Customers in oracle EBS (B2B)
- ☐ Maintain Price list of customers for Sales Team.
- ☐ Good knowledge of GST/VAT/CST/TDS/SERVICE TAX

**EMPLOYMENT: - IIFL WEALTH FINANCE LIMITED**

Position : - Accounts Assistant  
Period : - From December - 2020 to May - 2021 (Contract Period)  
Software's : - Oracle Business Suite Software

**MAIN FUNCTION & RESPONSIBILITY: -**

**Invoice Processing - Accounts Payable**

- ☐ Entering timely and correctly accounting of vendor invoices in system.
- ☐ Multiple process of invoices including PO, summary including verification and audit of approvals and supporting documentation
- ☐ Matching PO's supporting documents according to department guidelines
- ☐ Prepared invoices for disbursement utilizing a variety of automated workflow and manual data entry processes
- ☐ Maintain vendor's and buyer's discrepancies for payment
- ☐ Maintain invoices discrepancies and work with the vendor
- ☐ Scanning invoices, mailing remittances and multiple general office duties
- ☐ Prepared monthly ageing report
- ☐ Good knowledge of GST/VAT/CST/TDS/SERVICE TAX

**EMPLOYMENT: - FEDEX EXPRESS TSCS INDIA PRIVATE LIMITED**

Position : - Accounts Assistant  
Period : - From October - 2016 to November - 2019  
Software's : - Tally ERP-9

**MAIN FUNCTION & RESPONSIBILITY: -****Invoice Processing - Accounts Payable**

- ☐ Entering timely and correctly accounting of vendor invoices in system.
- ☐ Multiple process of invoices including PO, summary including verification and audit of approvals and supporting documentation
- ☐ Matching PO's supporting documents according to department guidelines
- ☐ Prepared invoices for disbursement utilizing a variety of automated workflow and manual data entry processes
- ☐ Maintain vendor's and buyer's discrepancies for payment
- ☐ Maintain invoices discrepancies and work with the vendor
- ☐ Scanning invoices, mailing remittances and multiple general office duties
- ☐ Prepared monthly ageing report.
- ☐ Filling Return of GSTR-1 & GSTR-3B.
- ☐ Good knowledge of GST/VAT/CST/TDS/SERVICE TAX

**PERSONAL INFORMATION**

<b>Name</b>	:	<b>Jyoti Arun Parsekar</b>
<b>Father Name</b>	:	<b>Arun Parsekar</b>
<b>Gender</b>	:	<b>Female</b>
<b>Date of Birth</b>	:	<b>25<sup>th</sup> April 1992</b>
<b>Marital Status</b>	:	<b>Married</b>
<b>Nationality</b>	:	<b>Indian</b>
<b>Languages Known</b>	:	<b>Marathi, Hindi and English</b>

I hereby declare that the above-mentioned particulars are true & correct to the best of my knowledge.

**DATE:**

**PLACE: MUMBAI**

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**(Jyoti Arun Parsekar)**

**Current CTC** : **3, 25,000/-**

**Expected CTC** : **As per Industry Standard**

**Notice Period** : **Immediate**

**Total Experience** : **3 Years**

**Current Location** : **Andheri - East (Mumbai)**

**Strong Reason for Change: Better Progression & Good Opportunity.**