

# REHANA BOMBAYWALA

4- Nehru Nagar, B/H Amrapali Cinema, Raiya Road, Rajkot-360007  
Email : rehanabombaywala98@gmail.com  
Mobile No :-7698148157

## CAREER OBJECTIVE

To obtain a position in a company that values teamwork as well as individual achievement.

## PROFILE

Seeking a position to utilize my skills and abilities in the organization that offers professional growth .Excellent common sense and decision making abilities. Self motivated hard working individual. Eager to enhance my knowledge and experience in related to my fields of specialization with commitment and dedication, which will help me to explore myself and realize my potential.

## SKILLS & ABILITIES

- Time management
- Problem-solving
- Ability to work under pressure
- Basic Knowledge of Microsoft excel

## EXPERIENCE

### Sr. Operations Executive

#### VERSION SYSTEMS PVT. LTD.

Nov 2018 To Present

## RESPONSIBILITIES

- Preparing & checking all types of statutory compliance report.
- Preparing various Monthly and daily MIS & send to client as per SLA.
- Preparing and maintaining books of accounts for retirement benefit fund.
- ECR & Monthly returns.
- Handling queries related to ECR (E.P.F.O) portals from clients.
- Make Investment & bank statement entries in Trust- e software.
- Support to employees query via mails.
- Manage Fund Flow for the month.
- Make entries for settlement, transfer- in, and transfer- out & Loan transactions of employees for PF & Gratuity in Trust- e software.
- Understand new development & changes done at EPFO portal and in Trust- e.
- Co-ordination with clients.

## **Operations Executive**

### **SHAREKHAN LTD**

July 2017 to Nov 2018

#### **RESPONSIBILITIES**

- Back Office work.
- Giving training to new employees
- Handling IPO & KYC Department.
- Doing Retail & Bulk Trading.
- Support to customers through mails & calls.

#### **EDUCATION**

SURESH GYAN VIHAR UNIVERSITY, JAIPUR  
MBA

MJ. KUNDALIYA ARTS & COMMERCE MAHILLA COLLEGE, RAJKOT  
( SAURASHTRA UNIVERSITY)  
B.COM - 65%

NEW ERA ENGLISH MEDIUM SCHOOL, RAJKOT (GHSEB & GSEB)  
HSC - 68%  
SSC - 63%

#### **STRENGTH**

Optimistic, Self confident, Sincere & Hard working, Good convincing power  
& Positive attitude.

#### **DECLARATION**

I hereby declare that the information furnished above is true to the best of  
my knowledge.

**YOURS FAITHFULLY,**

Rehana Bombaywala