

## **RUPESH RAMCHANDRA KAPALE**

### **Address for correspondence:**

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### **CAREER OBJECTIVE**

To pursue a successful, challenging and exciting career while being able to dispense my maximum potential to the benefit of the organization and at the same time acquiring knowledge on the road to success.

### **WORK EXPERIENCE:**

1. Working at **WNS Global Services** as a **Sr. Associate (Team Leader)**for **Back office Operations Email Support** From August 2014 to till date

#### **Job Responsibilities:**

- Responsible for updating Clients database, Maintain records of UK based customers
- Resolving the queries of UK based customers via Email.
- Handling team of 17 associates
- Maintain accuracy of information given and documented
- Settlement and processing Invoices, Vendor management
- Settlement and Closing of Inactive accounts of customers
- Making daily MIS report, Handling Team, Conducting Team Meetings
- Managing UK clients

2. Worked at **Top Worth group of company Pvt. Ltd** as an **Accountant**  
For the period from May 2012 to July 2014

#### **Job Responsibilities:**

- Maintain petty cash book , cash & petty cash expenses in tally, complete voucher entries
- Bank Receipt and Payment entries, Sale and Purchase entries in tally and Bank Reconciliation
- Prepare cheque for vendors, prepare outstanding list of Debtors & Creditors
- Make invoices and Follow up with Creditor for payment
- Handling sales – purchase transaction

- Making sales, purchases invoice in excel.
- Maintaining Good relationship with our client company
- Service tax payment, TDS payment, excel data entry

**EDUCATIONAL QUALIFICATION:**

- T.Y BMS in Marketing from Mumbai University (2010-11)
- H.S.C from Mumbai University (2007-08)
- S.S.C from Mumbai University (2005-06)

**STRENGTHS:**

- Like to work under any pressure & circumstances.
- Have positive attitude towards any kind of work.
- Willingness to learn new things, dedication to work

**TECHNICAL SKILLS:**

- M S Office, Outlook, Internet
- Advanced Excel, SAP, Tally

**Extra-Curricular Activities:**

- Managing people and Events
- Organized Annual Functions, Box cricket leagues, small festivals
- Hosting in Events, cultural Activities, being a part of drama & acting in traditional community events
- preparation of event's onstage and offstage activities

**PERSONAL DETAILS:**

- Date of Birth : 31/05/1991
- Language Known : English, Marathi, Hindi
- Marital status : Married
- Hobbies : Acting, Playing Cricket, Travelling
- Gender : Male

**DECLARATION:**

I hereby declare that the above given information is true according to my knowledge.

Date:

Place: Mumbai

(Rupesh R. Kapale)