

Rupali R.Ranjankar.
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Rupali R. Ranjankar

OBJECTIVE

Obtain a position in an administrative area where I can apply my skills and loyalty in exchange for career guidance, training and opportunity for advancement.

CAREER HIGHLIGHTS

Company Name : Trans Ocean Agency (Shipbrokers)

- Designation : Accounts Executive.
- Duration : March 2014 to December, 2018.
- Key Responsibilities :
 - Handling Day to Day Voucher entries and Cheque preparation.
 - Handling Petty cash & Cash related Transactions.
 - Bank reconciliation on Daily Basis / Monthly Basis.
 - Preparing ETDS Chart in Excel for Filing Returns
 - Preparing monthly documents such as salary and service Tax etc.
 - Co-ordinating with bank for day today transactions.
 - Assisting Chartered Accountants (Statutory Auditors of the Firm) for finalizing books of accounts and also assisting for Income Tax Assessment process.
 - Basic knowledge of GST.

Company Name : Vipra Services India Pvt. Ltd (Clearing & Forwarding Agents)

- Designation : Accounts Executive.
- Duration : Jan 2013 to Dec 13 (12 Months)
- Key Responsibilities :
 - Booking all costs related to jobs.
 - Billing.
 - Bank Reconciliation.

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- Handling Petty Cash.
- Reconciliation of Debtors and Creditors

Company Name : The National Shipping Agency (Custom House Agent)

- Designation : Accounts Assistant.
- Duration : 2007 to 2012 (5 Years)
- Key Responsibilities :
 - Making Receipts & Payments Entry in Tally.
 - Handling Petty cash & entry in Tally.
 - Making Sales entry in Tally.
 - Preparing Cheques, Cash Vouchers etc.
 - Preparing Bank Reconciliation Statement at the end of every month
 - Billing& checking bills.
 - Keeping a follow up with Clients for the payment.
 - Preparing monthly documents such as salary, P.F., TDS and service Tax etc.
 - Assisting Senior Management in finalization of Accounts.

Company Name :M/s. Centenial Surgical Suture Ltd. (Manufacturer of sutures)

- Designation :Office Assistant.
- Duration : Jan. 2003 to Feb. 2007 (4 Years)
- Key Responsibilities :
 - Attending to Client's orders received from Sales and ensuring timely delivery of Client's requirements.
 - Checking Monthly Income Statement of Consignee Parties.
 - Verifying Daily Inventory Movements.
 - Checking Marketing staff's Expense Statement.
 - Billing.
 - Making Credit Note.
 - Making Purchase Order.
 - Coordinating and assisting team to give prompt support to Clients.
 - Keeping record of incoming and outgoing courier.
 - Keeping a follow up with Clients for the payment.

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PERSONAL DETAILS

Name : Rupali Ramesh Ranjankar.

Qualification : Graduation in Commerce with First Class.

Permanent Address : Khatunbi Chawl, Room No. 5, Natwar Nagar,
Road No. 5, Near Siddhivinayak Mandir,
Jogeshwari (E), Mumbai – 400 060.

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DOB : 21stDecember 1981.

Strength : Positive attitude, Logical thinking, Good interpersonal and
Analytical skills.

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