



Meenakshi Dhumal

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CAREER OBJECTIVE:

Looking forward to associated with an organization where my skill fully utilized to help my organization achieve its objectives and bring in continuous growth and complement my professional growth in **SAP Implements, Development and Support**.

SUMMARY

- Working as Account Assistant in Mera Makaan in Dombivli East.
- Having 3+years of experience In CA firm. Worked as Article Assistant from Dec 2012 to Sept. 2016 in RPAV and Company, Dombivli East.
- Hands on experience in Bank Auditing, Company Audit, Accounting and Compliances.
- Worked as Account and Purchase Assistant in Welfinish Metal Processors Pvt. Ltd. Rabale.

SAP SKILL:

- FI-GL: Configuring and Customizing of Enterprise structure, General Ledger Accounting.
- Accounts Payable: Configuring and Customizing customer A/c group, vendor master data, Automatic Payment Program, house bank customization and check management.
- Accounts Receivable: Configuring and Customizing customer A/C group, Customer master data, Configuring Dunning areas and dunning procedure.
- Assets Accounting: Configuring and Customizing of Assets, Maintaining of Asset master data, Acquisitions, Retirements, Transfers, Revaluation of Assets and Depreciation Run.

CERTIFICATIONS	AREA COVERED	TRAINING CENTER
SAP FI Certified Associate Consultant ERP 6.0 EhP7 with 85%. Exam ID - 4110831766	Account Receivable, Account Payable, Bank Accounting, foreign currency translation, Financial Closing and Reporting. Configuration of SAP FI.	Lithan Genovate, Andheri Authorized SAP Education Partner. Exam Date:08/02/2021
SAP S 4/HANA Certified Associate 1809 and 1909. With 71% and 75% Respectively. Exam ID – 4110834372 and 4110834373	Exam given in my pending Attempt without any training. Self-determined Learning.	Lithan Genovate, Andheri Exam Date: 11/02/2021

WORK EXPERIENCE:

➤ **NERA MAKAAAN – DOMBIVLI –**

Account Assistant

Duration: From July 2019 to till date.

KEY RESPONSIBILITY:

- Updating and maintaining procedural documentation.
- Support duties related to accounts payable and account receivable functions.
- Assist with preparation of financial and statistical statement and reports.
- Assisting with audits, check queries and resolving discrepancies.
- Handling communication with clients and vendors via phone, email and in person.
- Maintaining the company purchase and sales ledgers.
- Processing expense request.
- Controlling credit and ensuring debtors pay on time
- Resolving complaints and preventing additional issues by improving processes.
- Maintain confidentiality of all financial data
- Compile and prepare routine reports and summaries.

➤ **RPAV & COMPANY –DOMBIVLI**

As Article Assistant

Duration: From December 2012 to September 2016

REPORTS UNDERTAKEN DURING ARTICLESHIP:

Organization	Area of work
Hi-media Private Limited (Ghatkoper) HO	Worked as internal Auditor.
Warkem Biotech Pvt Ltd. (Ambernath)	Handling the work area in the company at the head office of the company as internal auditor.
Dombivli Nagari Sahakari Bank Three branches of (Dombivli)	Worked as internal Auditor in a Bank. Finalisation of the report there are three branches of DNS bank audit. Internal audits of banks and compliances of reports of various branches.
Canara Bank (Dombivli)	Good experience in Concurrent audit of a bank. Finalisation of reports. Report done on a monthly and quarterly basis.
Best Container Corporation	Work as an internal Auditor. Finalisation of reports and review of accounts

➤ **WELFINISH METAL PROCESSORS PVT. LTD. – RABALE**

Account and Purchase Assistant

Duration: From January 2017 to October 2017.

KEY RESPONSIBILITY:

- Prepare a sales invoice and make entries.
- Handling Petty cash and preparation of cheque.
- Making a purchase entry.
- Prepare monthly purchases and sales statements.
- Review and resolve supplier invoice discrepancies
- Preparation of monthly stock statement.
- Prepare Annexures for material.
- Updating Purchase Order status and its e-mailing.
- Verbal/Email coordination with Vendors with relevant enquiries from Sales, Order team & updating
- Purchase Order preparation against Purchase Requisition Form (PRF) received from seniors & updating in the Purchase Order Master.
- Updating of Purchase Order MIS on a daily basis. (Purchase Order Master Sheet).
- Follow-up with the vendor for Invoice at the time material receipt – share the same over e-mail while placing order.
- Follow-up with Vendor in regards to rejected, short material in coordination with seniors.
- Send dispatch intimation with the reference of purchase order.

EDUCATIONAL QUALIFICATION:

- **B.COM** from Mumbai university (Bhausaheb Paranjpe Collage) with 73.14% in March 2012.
- **12th** from Maharashtra State Board (Mahatma Gandhi Vidyalaya) with 65.67 in Feb 2009.
- **456**
- **10th** from Maharashtra State Board (Mahatma Gandhi Vidyalaya) with 54.61% in March 2007

OTHER CERTIFICATES OBTAIN:

- 15 days General Management and Communication Skills – I Course by ICAI.
- Orientation Programme Conducted by ICAI.
- 100 hrs. Information Technology Training Conducted by ICAI.

TECHNICAL SKILL:

- Tally ERP with 85 %
- MS – CIT (Word, Excel, Power-Point) 84%.
- Typing in English 30 W.P.M. with A grade 97%.

PERSONAL DETAILS:

- Fathers Name : Prakash Dinkar Mulmule
- Date of Birth : 04-09-1991.
- Marital Status : Married.
- Nationality : Indian

- Languages Known : English, Hindi, and Marathi.
- Address : 304, Vishwajeet Meadows, Yellow Carnation, Green City, Ambarnath East, 421505