

**Prafful Ramani**

Mobile : 8949381434

**E-mail:** ramaniprafful@gmail.com

**Career Objective**

To secure a challenging position where I can effectively collaborate my financial knowledge along with my Management skill set to do something which can be beneficial equally to both me and my working organization.

**Professional Interest :**

To obtain Position such as a suitable position involving the field of Marketing Consultant, Customer Care Executive or Account assistant, Export and Import Documentation this will allow to utilize my skills, education and experience.

**Academic Qualification**

- Bachelor of Commerce from Rajasthan University Jaipur
- Higher Senior Secondary in Commerce from Board of Secondary Education, Ajmer, Rajasthan
- Secondary from Board of Secondary Education, Ajmer, Rajasthan

**Working Experience**

1. Worked in Teleperformance group as an customer executive /technical support executive (Nov 2013-April 2014 )

**Duties / Job Profiles :****Accounts Payable & Receivable ,11/2015 to present****Mamatex International sp.zo.o,Poland (Europe)**

- Customer payment analysis, tracking and updating daily cash deposits and reports.
- Monitor Customer Account details for non-payments, delayed payments and other irregularities.
- Posted receipts to appropriate general ledger accounts.
- Reconciled company bank, credit card and line of credit accounts.
- Generate export invoices for other European companies WDT INVOICE ( intra-community delivery of goods )CZECH ,SLOVAKIA,HUNGARY,ESTONIA,BULGARIA,ROMANIA) according to Polish VAT act.

- Reconciled discrepancies between accounts receivable general ledger account and accounts receivable trial balance account.
- Discuss with the polish accountants of the company regarding Budgets,expenses ,tax,income tax at the end of the every month...
- Managing stock in tally.  
Resolve payable accounts issue..
- Monthly and yearly closing accounts.
- Passing accounting entries ( journals,purchase,sales,receipts,payments,debit notes ,credit notes.

### **SALES EXPERIENCE**

- Reviewed operational records and reports to project sales and determined profitability.
- Followed up with customer to make sure payments were received in the appropriate time frame.
- Built relationship with customer to establish business growth.
- Promptly emailed customers with updated inventory list.
- Greeted customers in a timely fashion while quickly determined the needs.
- Manage import from CHINA, KOREA & INDONESIA.

### **LOGISTICS EXPERIENCE**

- Organize the work of the existing team in planning and managing logistics and warehouse.
- Develop and issue imports operating schedule for warehouse group.
- Maintain records of VAT and CUSTOM during import

#### **Computer Proficiency**

- **Operating System** : MS DOS, Windows
- **Packages** : Microsoft Office , Tally and Sage Symfonia

#### **Additional Skills**

- Financial record and reporting
- Accounts receivable
- Executive Team Leadership
- Strong negotiation skills
- Billing and Collections

#### **Personal Details**

- **DOB** : 29<sup>th</sup> Nov. 1994
- **Hobbies** : Listening music,travelling,internet surfing and browsing
- **Language** : English,Hindi& Polish.
- **Hometown** : Jaipur,Rajasthan