**CAREER OBJECTIVE**

To obtain professional and technical excellence through sincerity and hard work in a professional organization that provides a promising career progression.

**Total experience – 3 years and 4 months**

**EXPERIENCE SUMMARY**

**July'15 - Till date with Just Dial Ltd. as Executive Accounts & Finance(Accounts Receivables)**

* Handling Accounts Receivable of Ecommerce business
* Carrying out Reconciliation of various verticals live on website
* Preparing intercompany and 3way reconciliation with various tie up for vertical
* Preparing MIS Reports of Ecommerce business (Monthly/Weekly/Daily).
* Forecasting Balances for all verticals.
* Assisting Product Manager on developments of modulesfor all verticals.

**July'14 - June'15 with Speciality Restaurants Ltd. as Accounts Assistant(Accounts Receivables & Payables)**

* Scheduling of vendor payments as per TAT.
* Handling all India vendor payments of RMC (Raw Material Consumption).
* Handling Excise duty payments for liquor& VAT adjustments for certain RMC.
* Checking and reconciling daily sales report from unit and bill verification.
* Solving issues related to VAT and CST with internal Tax Department.

**Oct'13 - Apr'14 with Larsen & Toubro Ltd.(on Team-lease roll) as Associate(HR Accounting)**

* Carrying out Provident Fund & Nomination related activities.
* Handling Transfer-In, Transfer-Out & PF nomination.
* Preparing Monthly MIS Report of all activities.

**EDUCATION DETAILS**

* Currently pursuing MBA Finance (currently in 2nd year) from N L Dalmia Institute of Management & Research
* B.com (Accounting & Finance) from Mumbai University, 2013, 74%.
* HSC from Maharashtra Board, 2010, 70%
* SSC from Maharashtra Board, 2008, 58%.

**CERTIFICATES**

* A+ in Certificate course in Office Automation under Maharashtra Business Training Board.
* A+ in Certificate course in Computerized Accounting under Maharashtra Business Training.

**PERSONAL DETAILS**

* Date of Birth / Age : 18th March 1993 / 24 years
* Marital Status : Single
* Nationality : Indian
* Languages known : Hindi, English, Marathi, Kannada, Tulu
* Passion : Dance & Cooking