

RÉSUMÉ

Name : Mrs. Rachana T. Parekh

Address : C-601, Shiv Darshan II,
S.V.P. Road, Shankar Lane,
Opp. Municipal Garden,
Kandivali (West), Mumbai – 400 067.

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OBJECTIVE :

To work hard in a professional and challenging environment and contribute to the success of the organization.

CARRER PROFILE :

>> Organization : Polyset Plastics Pvt. Ltd.
Goregaon (East)

Duration : 2013 to 2018 (Part-time)
July 2007 to Dec 2008
Sept. 2004 to Feb. 2006

Responsibility : MIS Reporting in the form of Debtors Report,
• MIS Reporting in the form of Sales Reports (Region wise/Item wise),
• Daily/Monthly Cash Flow Statement & various other schedules (in Excel).
• Maintaining day to day bank transactions (incl BRS).
• Handling Statutory and Tax Audit teams through their audit procedures.

>> Organization : Indian Transformers Co. Pvt. Ltd.
Andheri (West)

Duration : July 2003 to Aug. 2004.

Responsibility : Account writing up to Finalization, maintaining the day to day bank transactions, dealing in the financial matters, and looking into all matters relating to accounts.

>> **Organisation** : **J. M. Mathuria & Associates**
Marine Lines

Duration : 1999-2002

Responsibility : Worked as an intern.(C.A. inter attempted)

ACADEMIC QUALIFICATIONS :

Exam	Year	Institute	% obtained
M.Com. Accounts - 95 marks Costing - 92 marks	2002-2004	University Of Mumbai	70%
B.Com. Accounts – 94 marks	2000-2001	N.M.College (Vile Parle)	67%
H.S.C. Accounts – 95 marks	1997-1998	N.M.College (Vile Parle)	76%
S.S.C. French – 93 marks	1995-1996	Our Lady Of Remedy High School, Kandivali-W	84%

COMPUTER KNOWLEDGE :

MS Word, MS Excel, TALLY 4.5, 5.4 and 6.3.

PERSONAL DETAILS :

Date of Birth : 11th October 1980
Marital Status : Married
Interests : Communicating, Reading, Painting.
Languages Known : English, Hindi, Gujarati.

REFERENCE :

Will be provided on a request.

(**Rachana T. Parekh**)