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# Ravi Prabhakar Parab

B2 / 63, Snehadhara society, Date of Birth: 6th April 1975

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Vile Parle (West),

Mumbai 400 056  **0091-22-26712668 (Residence)**

 **9819371259 (Mobile)**

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**Career Objective:**

A responsible position in a reputed organization that provides career advancement and opportunities under challenging work environment.

ACADAMIC PURSUITS:

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| **June 1999** | **:** | Master of Commerce (Higher Second Class) N.M. College of commerce and Economics  Vile Parle (W),Mumbai |
| **June 1996** | **:** | Bachelor of Commerce (Higher Second Class) N.M. College of commerce and Economics  Vile Parle (W),Mumbai |
| **March 1993** | **:** | **H.S.C. (First Class)** |
|  |  | N.M. College of commerce and Economics |
|  |  | Vile Parle (W),Mumbai |
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| **March 1991** | **:** | S.S.C (First Class) |
|  |  | Sheth M. A . High School |
|  |  | Andheri (W),Mumbai |

computer PROFICIENCY:

* Proficiency in MS Office (Word, Excel, Power Point and other Window based application and Operating Internet )

SOFTWARE PROFICIENCY:

* Packages Known: Ms-Office / SAP-Accounts module.

Work Experience:

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| * **Thomas Cook India Ltd** (From Sep 2006 till date) |
| * **Bhojwani Builders** (From Apr 2003 to Aug 2006) |
| * **Konega International Pvt Ltd** (From Jan 2000 to Mar 2003 |
| * **ICICI (From Jul 1999 to Dec 1999** |
| Total work experience: 20 years |

Thomas Cook India Ltd -Currently employed with Thomas Cook India Ltd as Manager –Mumbai Cluster in Finance & Accounts department. (TCIL+SOTC)

**Job Responsibilities:**

**Finance and Accounts Dept. (handling entire Mumbai Branch Accounts-TCIL+SOTC)**

* Leading a team of nine Accountants. (handling Branch Accounting of 40 locations in Mumbai)
* To co-ordinate with Business Team/Branch Accounts Team for smooth daily routine work.
* To prepare a monthly roaster for the team and do surprise Audits / FX cash counts of each locations in Mumbai.
* Bank Reconciliation – To monitor & clear open entries from Bank GL codes / ensure no open entries for entire Mumbai cluster Branch Profit Centre’s.
* Funding Activity – To coordinate with Business Teams on daily basis for any major Inflows /Outflows and timely updating treasury dept. for proper utilizations of funds.
* MIS sharing –Monthly MIS reporting to FX business Managers / Senior Managers and also solving their queries if any.
* TB checking & reporting – monthly checking of Trial balance (profit Centre wise) and reporting it to senior management.
* Vendor Invoice booking in APS system and also checking and providing approvals for entire Mumbai Branch Accounts team for the bills booked by them.
* Cost GL codes scrutiny – preparing Cost Tracker for Mumbai Team for proper Branch Accrual working.
* Preparing Branch Accrual for Mumbai profit Centre/Branches & uploading it in SAP.
* Handling collections of Leisure Travel Business for entire Mumbai locations.
* Handling Visa Cashiering of SOTC / also Collections of LT business at SOTC
* Customer Reconciliation – checking & solving queries for Business teams.
* Fixed Asset Verification of Mumbai Branches & reporting to Central Accounts Team.
* Assisting & coordinating with all the departments as and when required.

Bhojwani Builders: employed with Bhojwani Builders as Accounts Assistant -Accounts department. (Apr 2003 to Aug 2006)

**Job Responsibilities:**

**1) Accounts Department**

* To keep a track on Rent Agreements / collections due.
* Vendor invoice booking and payments.
* Bank reconciliation clearances.
* Preparing TDS challan & deposit the same in banks.
* To support senior Accountant in collating Data/preparing replies on Income Tax queries.

Konega International Pvt Ltd: employed with Konega International Pvt Ltd as Accounts Executive – in Accounts department. (Jan 2000 to Mar 2003)

**Job Responsibilities:**

**1) Accounts Department**

* Cashiering / Vendor invoice booking and payments.
* To help Sales Tax Consultants in preparing Data for replies to Dept.
* To Take Stock count and report to Auditors
* To support senior Accountant in collating Data/preparing replies on Income Tax queries
  + **ICICI**  (Jul 1999 to Dec 1999)

Worked as Data entry operator for Six Months at Mahalaxmi office.

Personal Information

Languages Known

Fluent in English, Hindi, Marathi

Leisure Interests And Extra curricular ACTIVITIES:

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| **Hobbies –**Listening to old Hindi songs, Sports, Traveling. |
| **Other activities:** Playing Football**,** Watching TV especially Discovery/Animal Planet. |
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| **A Word about myself**  I am a confident and dedicated person with good communication skills & positive attitude.  I am a go getter type of person & a fast worker who does not wait for opportunities to arrive at a later time. I put the best of me in work & keep my relations strong so as to work smoothly & deliver on time. |
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References

* Mr. P.P.Ramchandran. (Retd) Mr. M. D. Asgekar. (Retd)

Deputy General Manager, Deputy Director,

Reserve Bank of India, Foreign sic Science Laboratory,

D.B.O.D Central Office, State of Maharashtra,

Cuffe Parade, Colaba, Tel (Resi : 2 671 55 91

Mumbai: 400 005.

Tel (Resi): 2 671 22 36.