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**STEPHEANY**

[**STEPHEANY.198479@2freemail.com**](mailto:STEPHEANY.198479@2freemail.com)

**OBJECTIVE**

Desire to attain a challenging position in a reputed organization with opportunities for career development and to take a position where my skills and capabilities will be an indispensable asset to the company.

**PERSONAL TRAITS**

* My key ability is to gel with people and work in teams.
* Excellent grasping power and learning skills.
* Strong believes in continuous learning and self-improvement.
* Positive attitude, determined & high energies.

**CAREER PROGRESSION**

Riya Travel & Tours (I) Pvt. Ltd.

* Officer – Finance (West Zone) – April 2013 till November 2013
* Officer – Finance – April 2012 to March 2013
* Jr. Accounts Officer – 22nd July 2010 to march 2012

**PROFESSIONAL PROFILE**

* Processing salary of 800+ employees.
* Updating the payroll data of employees (loan, earnings & deductions).
* Maintaining monthly salary register.
* Preparing bonus register.
* Timely payments of Profession tax, Provident Fund & ESIC.
* Daily Bank Reconciliations for West Zone.
* Passing necessary bank & cash entries in the accounting package.
* Passing necessary journal entries.
* Preparing invoices for bill payment in the accounting package
* Timely payment of bills (electricity, telephone, stationery etc).
* Preparing outstanding report of clients for timely collection of dues.
* Tallying the customer trial balance if any discrepancies.
* Follow up with branches for client outstanding.
* Monitoring payment collection for Insurance and Visa departments.
* Collection of outstanding from staff.
* Setting up credit limits for clients with the help of the sales team.
* Part of the credit control team.
* Report on Fund requirement.
* Assisting the Area Manager of Finance.
* Training under ERP-Navision, was also a part of the development team.
* Also trained to train other colleagues.
* Visiting branches for training purposes.
* Worked on new implemented ERP Navision.
* Active participation in the events organized by the organization.

**ACADEMIC CREDENTIALS**

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| --- | --- | --- | --- |
| **Qualification** | **Institution** | **University** | **Percentage Of Marks** |
| PGDBM – General Management | Welingkar Institute Of Management Development & Research, Mumbai, India | Diploma | Completed 1st year with 69.60% (Advanced Diploma in Business Administration) |
| PGD In Financial Management | Welingkar Institute Of Management Development & Research, Mumbai, India | Diploma | 67.10% |
| Bachelor Of Commerce | K.J.Somaiya College Of Arts And Commerce, Vidyavihar. Mumbai, India | Mumbai University | 78.14% |
| H.S.C | S.I.E.S Junior College Of Commerce, Nerul, Mumbai, India | Maharashtra Board | 72.83% |
| S.S.C | Holy Family High School, Pestom Sagar, Mumbai, India | Maharashtra Board | 65.60% |

**IT CREDENTIALS**

* Maharashtra State Certificate In Information Technology (Ms-Cit), Securing 90% Marks

**LANGUAGES KNOWN**

* English
* Hindi
* Marathi
* Konkani

**HOBBIES**

* Drawing.
* Dancing
* Travelling.
* Organizing events.

**DECLARATION**

I hereby declare that all the details furnished above are true to the best of my knowledge & belief. If given an opportunity, I would perform to best of my abilities & meet your expectations.