**CV No** **1943880**

**Starlet**

#### PROFILE:

**ACCOUNTS / FINANCE – BACK OFFICE**

#### Career Objective

Pursuing a Career as a Back Office Staff inCorporateworld that will provide learning opportunities, which would help to increase my knowledge by working with professionals in the Business and will utilize my potentials to the optimum as well as work towards the benefit of the Company.

#### Academic Attainments

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| --- | --- | --- | --- | --- |
| **Sr. No** | **Institution/ School/College** | **Board/Degree/Course** | **Year** | **Percentage** |
| 1 | St. Aloysius High School | S.S.C  (Maharashtra Board) | March 2008 | 72.92% |
| 2 | St. Rocks Jr.College of Science and Commerce | H.S.C  (Maharashtra Board) | Feb 2010 | 68.17% |
| 3. | AndrewsCollege of Arts, Science and Commerce | T Y B Com  (MumbaiUniversity) | April 2013 | 73.14% |
| 4. | SAP and Microsoft Office Computer Operations |  |  |  |

#### Work experience

1. Currently working since 3rd September, 2014 and upgraded as **Executive** (Accounts Department on Payroll of the company, since 1st March, 2016, with Salary hike.

**Work Related to SCM Portal (IMGR & FSDL):**

1.       Vendor Code registration

i.      Recommendation

 ii.      Approval

2.       Vendor Profile Updating

3.       E-mapping in SCM Portal and following up with the SSC team

4.       GS Code Creation

5.       Vendor Extension followed by E-mapping

6.       Unblocking of Vendor Code

7.       Updating lower TDS certificate in Vendor Master

8. Customer Code Creation

9. Generating Customer Form

**Work related to SAP (IMGR & FSDL):**

1.       Creation of PR/PO/SE

i.      Creating of PR followed by Approval from A1 & A2 level

 ii.      Creating of PO followed by Approval form A1,CC& A3 level

iii.      Creation of SE or GRN followed by Approval from A1,CC& A3 level

2.       Following up with the Scrolling team with regards to delay in processing of the Invoices

3.       Getting the Defective Invoices cleared and following up with the Vendor

4.       Creating Asset Codes and Material Codes

5.       Making Weekly Finance Report for

i.       OPEN PO’s

ii.      OPEN GRIR entries

iii.      OPEN SRIR entries

iv.      OPEN Vendor Advances

6.       Creation of YEXP Proposals related to Office Expense include payment of Electricity Bill,

Petty Cash, Hotel Bills, Conveyance, Telephone Bill etc

7.       Checking of Petty Cash Vouchers and processing the same.

8.       Preparing list of expenses for LFW (Internal & External)

9.       Checking of Invoices and getting it rectified before processing.

10.   Extension of Tax Code

11.   Creation of new Tax code

**Work related to Vendors & Customers – Accounts Payable and Receivables :**

1. Customer Invoicing
2. Following up for the Payment
3. Updating the same with the Banking Team
4. Following up for the TDS Certificate
5. Updating Expense Sheet during event related to LFW/ACO/CONSULTING etc
6. Maintaining budget sheet both external & internal
7. Handling Foreign Designer Couriers for Exhibition purpose(Export & Import)
8. Making Commercial Invoices
9. Packing list
10. Shipper's Letter of Instruction (SLI)
11. Annexure A
12. GR Waiver from the bank
13. Letter to Deputy Commissioner Customs - Mentioning reason for export
14. Import Bill of Entry (BOE)
15. IEC code
16. Export declaration
17. FMV Certification
18. PO for Designers
19. Generating SCN NO.

II. Worked with **WYNN Hospitality** in Administration Department from 22.05.2013 to 02.09.2014

* Fixing Appointments for conference/Meetingsin the hotel
* Hotel Bookings & Holiday Packages
* Visa Processing
* Air ticketing
* Making Voucher & Invoices
* Handling Petty Cash & Other Office Expenses
* Payment Follow – up
* Looking after bill payments of Telephone, Electricity, Rent, Maintenance etc
* Updating daily banking transactions and maintaining excel for the same
* Handling Reception

1. As a **Telecaller** in **Intelenet Global Services – A Serco Company** from 15th April, 2012 to15th June, 2012 – resigned from the services to continue studies in TYB.com.

* Handling Outbound & Inbound call
* Answering queries of the customer

#### Extra Curricular Activities:

Participated and won many Essay Writing Competitions and Elocution competitions in Schools.

#### HOBBIES

Reading, Writing, and love to Work on Computers

###### Personal Details

|  |  |  |
| --- | --- | --- |
| Date of Birth | **:** | 15th August 1992 |
| Age | **:** | 24 years |

I assure you that, given a chance to serve your organization, I would work to my fullest Zeal and enthusiasm, which in turn would help me in enriching my skill set towards the prosperity of the organization.

**Starlet Murzello**

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| **Starlet Murzello – CV No** **1943880**  To interview this candidate, please send your company name, vacancy and salary offered details along with this or other CV Reference Numbers that you may have short listed from  <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>  addressing to HR Consultant on [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com)  We will contact the candidates to ensure their availability for your vacancy and send you our service HR Consulting Fees quotation for your approval. Whatsapp +971504753686  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |