**Objective**

“Seeking a position to, utilize my skills and abilities in the organization that, offers security and Professional growth while being resourceful, innovative and flexible.”

**Education:**

|  |  |  |
| --- | --- | --- |
| **Degree** | **Institute** | **Specialization** |
| M.com Part – 2 | Mumbai University | Finance & Accounts (Taxation, Company Accounts, Financial Analysis, Reporting) |
| M.Com Part-1 | Mumbai University | Finance & Accounts (Economics, Costing, Management Accounts) |
| B.com | Mumbai University | Finance & Accounts (Economics, TAXES, Costing, Financial Accounting) |
| HSC - Examination (12th) | Mumbai | Maharashtra Board. (Commerce) |
| SSS- Examination (10th) | Mumbai | Maharashtra Board |

**Bafco Trading LLC – Accountant (Oct 2015 to Present)**

* Accounts Receivables ageing, review and analysis with respect to sales person and territory and payments terms. Maintaining track and follow up with major past dues.
* Set up end – to end credit cards & AMEX collection process.
* Banks / Vendors / Customers Reconciliations.
* Assisting in making cash flow forecasting.
* Inventory management and Delivery control.
* Accounts payables management / petty cash / LPO

**Sharpline Industries FZE: (Nov 2014 to Oct 2015)**

* General Accounting
* P&L Preparation for every month end.
* Work in progress reporting for every month end.
* Generating month end reports in coordination with other departments.

**Carestream Health India Pvt. Ltd: (Oct - 2011 to Jan - 2014)**

* Involved in daily General Accounting activities.
* Generating accounts receivable reports daily & weekly.
* Creation accounts statements for customers & suppliers as per their requests.
* Analysis of Debtors reports and ageing analysis.
* Posting payments received from customers and clearing invoices.
* Posting Invoices and payments for vendors. Vendors ageing reports.

**S.S. Velankar & Associates (CA Firm): (Mar - 2009 to Nov - 2009)**

* Passing General entries in tally.
* Assisting in Bank Audits.
* Assisting in preparation of P & L Statements for manufacturing firms and Societies.
* Preparing Audit reports and finalizing with superiors.
* Filling Income tax returns for individuals and societies.

**I.T Skills and Systems:**

* **Operating System : Windows 2007,08,10**
* **Packages : SAP FICO R/3, Dynamics GP, Tally ERP.09,**

**: MS-Office 2003/07/13 (Advance Skills)**