

**361007@gulfjobseekers.com**

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| Career Objective |

To achieve high carrier growth through a continuous learning process and keep myself dynamic, visionary and competitive with the changing scenario of the world.

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| **Work Experience** |

Organization  **: Shapoorji Pallonji & Co. Pvt. Ltd (CMG)**

Duration **: From Jan 2014 – Till Jan 2017 (3 years)**

Designation : **Officer Accounts**

ERP Application: **Oracle ERP 11i/12i, SAP 6.0 (MM module)**

**Job Profile:**

* Centralized Work Order creation and amendment in Oracle and SAP.
* Vendor creation and updating in the system.
* Creditors/ Debtors L edger Reconciliation.
* Invoice parking and posting in the system.
* Coordination and follow up with vendors for quotations and prepare the comparative statements so as to finalize the rates.
* Generated MIS reports related to work order.
* Proper documentation for all work orders released as per audit requirement.
* Physical inventory check at warehouse with the system report for audit purpose.
* Knowledge of taxation like Service tax, Vat.
* Providing user interface training to the site team.
* Coordinating with the site team for DPR of the Projects.

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| **Projects Undertaken** |

* **Summer Project** (May-June 2012):- Study made on construction and its activities.

Key result areas: Procedure of projects, contract types, modules, balance sheet and cash flow analysis.

* **Winter Project** (Jan–Feb 2013) :- Critical analysis of Microfinance in India

Key result areas: Role of microfinance, activities in microfinance, comparative analysis, SWOT analysis.

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| **Education** |

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| **Education**  | **Board/University** | **Year** |
| Master in Management Studies (MMS) in finance | Mumbai University | 2011-2013 |
| Bachelor of Commerce  | Mumbai University | 2007-2010 |
| Higher Secondary Certification  | Maharashtra Board | 2005-2007 |
| Secondary School Certification  | Maharashtra Board | 2004–2005 |

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| **Certification**  |

* Certification Course in BCFMA ( BSE Certified Financial Markets Associate)
* Certificate of SAP in MM module
* Certificate of PACE (Program Assisted Computer-Data Entry), Computerized Financial Accounting, D.T.P. MS Office.

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| **Leadership Positions Held/Awards & Achievements**  |

* Coordinator for Annual Day, SFIMAR.
* Coordinator at Personality Development Camp, GG College.
* Core Team Member for SAP Implementation of MM Module for Work Order.

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| **Extra-Curricular Activities** |

* Participated in Personality Development Camp, held at St. Gonsalo Garcia College, Vasai.
* Participated in dance competition for Annual day held at St. Gonsalo Garcia College, Vasai.
* Participated in football matches for St Francis Institute of Management & Research and for Shapoorji Pallonji & Co. Pvt. Ltd