**RASHMI**

[**RASHMI.372244@2freemail.com**](mailto:RASHMI.372244@2freemail.com)

Offering a sterling skill set and analytical approach, to the best of my knowledge & ability, to help the organization achieve solutions, enhance my overall development as an individual.

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| **CAREER ASPIRATION** | |
| * My VISION - To be a Leader of a Constructive Team * Determination, Dedication and Desire – are the three Guides for my Vision * Hard Work & Integrity are my Means and Mission * Innovation and Continuous Learning as Tools for Mutual Benefit | |
| **PROFILE SNAPSHOT**   * A competent professional with over **8+ years** of experience in  **Accounts Receivables, Accounts Payables, Finance, Accounts, Commercial & ERP Billing, Taxation, Budgeting, , MIS Report and Team Management** * Currently working as a Senior Commercial & Finance Executive in **Thermax Ltd. Since Feb 2011** * Conversant with preparing various MIS Reports to provide feedback to top management on financial performance, fund management, Debtors / Creditors status etc. * Able to deal with a large amount of invoices. * Maintaining rigorous control over the transactions taking place within the organization. * Handling confidential information in line with the company’s data * Skilled in handling day to day cash and fund flow and accounting functions in co-ordination with internal / external departments. * Instrumental in ensuring optimum utilization of available funds towards the accomplishment of goals. * An effective communicator with excellent team building and leadership skills. * Creative, Alerts, Observant, Active and Able to carry out the Work in given time Frame with accuracy * Target and Achievement oriented with an ability to take up challenges and perform in changing work environment. * Being a hobby successfully executed a venture for glass painting conducted during free time or during weekends. * Dealing with the preparation of VAT returns on a monthly and quarterly basis. * Was a part of the VAT implementation in the system in the year 2005 when Value Added Tax was introduced.   **CORE COMPETENCIES**   |  |  |  | | --- | --- | --- | | * ***Operations Management*** * ***Client Servicing*** * ***Team Management*** | * ***Achievement focused*** * ***Customer focused*** * ***Self-motivated*** | * ***Hard working*** * ***Excellent interpersonal skills*** * ***Leadership skills*** | | |
| **PROFESSIONAL EXPERIENCE**  **Thermax Ltd *Since Feb 2011***  **Designation: *Senior Commercial & Finance Accountant***  **Job Responsibilities:**   * Oversee daily Commercial / Administration operations. * Variation Order Preparation and implementation in ERP System. Making AR & AP reports. * Handling Site expenses right from sending fund to site to site expenses scrutiny, maintaining the expenses in system, reconciliation of site employees. * Handling all G&A expenses like Reliance Net Expenses, Hotel Stay Expenses for Employees visiting HO, Travelling Expenses of Site Employees, Managing all expenses at HO. * Prepare Payment Voucher related to routine transactions. Handling company local bills, admin bills, handling local transport. Handled payments related to statutory, creditors, travel accounts. * Monthly Reconciliation of Creditors. Preparing schedules of Advances to Suppliers and Outstanding’s along with Ageing. * Handled daily invoicing and cash collection. Maintaining sales, debtors and location stock records. * Managing all Site Data and Confirming Balances with Site & Ho employees. Handling and daily Scrutiny of Site Expenses. Preparing monthly P&L, Balance Sheet and MIS for all locations across the group. Preparing monthly MIS profitability statements. * Responsible for Bank Reconciliation for HDFC, SBI & Union Bank * Preparation of monthly MIS - P & L and Balance Sheet and schedules. Maintaining TDS Certificates of Customer * Scrutiny of Employees Medical Bills and Income Proof. Provide necessary inputs into the month end reporting process as per the monthly deadline timetable. Ensure proper prompt and accurate recording of supplier invoices and payments are released as per due date * Monthly review on the overdue payments and distribute reminder list to Customers. * Developing and maintaining relationship with existing as well as potential customers. * Creating historical records by scanning documents. * Maintaining vendor files, raising and tracking invoices for AP reconciliations. * Documenting all accounts payable transactions. * Processing a high volume invoices * Handling Site Expenses like their Travelling, Canteen Expenses, Diesel Expenses, Mobile Allowance, Internet Allowance, Site Allowance, Guest House Expenses, Rent and other appliances expenses, safety expenses * Dealing with the preparation of VAT returns on a monthly and quarterly basis. * Scrutiny of VAT returns done monthly and quarterly. * Providing advice on tax planning and filing of VAT returns periodically. * Strong knowledge of TDS, VAT, Service Tax related matters. * Validation of HO & site employees Income Tax proof, Medical Claims etc. * Coordinating for internal, statutory, OASIS audit. * Handling the requirements of deductions under the Income Tax and Service Tax Laws as per Statutory compliance and regulations.   **Fluss Industrial Solutions *Dec 2009 to Dec 2010***  **Designation: *Accountant***  **Job Responsibilities:**   * Preparation of Invoices for sending to customer for payment collection for goods supplied. * Knowledge of weekly payroll, purchase and sales invoices, VAT and tax returns and bank reconciliation. * Preparation & Circulation of MIS reports. Quickly responding to queries relating to invoices and payments. * General office duties, answering phones, filing and distributing the post. Handling incoming cash and posting it into the relevant bank accounts. * Reconciling payments with bills. Checking Purchase Invoices to Delivery Notes. Proficient in the use of computerized accounting systems and spreadsheets. Accurately processing supplier invoices and credit notes. * Good keyboard skills, and able to quickly input and manipulate financial data. Ensuring all invoices is validated against relevant purchase orders. Monitoring customer accounts for non-payment and delayed payment.   **Press Fab Engineering Pvt. Ltd. *Aug 2008 - Dec 2009***  **Designation: *Accountant Assistant***  **Job Responsibilities:**   * Raising Invoices for collecting payments from various customers from materials supplied and various orders & services rendered. * Preparation of MIS reports. To manage the basic accounting of all of the company’s transactions. * Monitor the company’s expenses. Performing basic tax related duties.   Monitor staff payroll. Responsible for keeping the records of budgets and expenses.   * Responsible for invoice settlement. To manage the basic book-keeping work. * Time to time follow up with clients. Interaction with all levels of employees from peers to management.   **Force Motors *June 2008 - Aug 2008***  **Designation: *Office Assistant - Exports Dept.***  **Job Responsibilities:**   * Making Shipping bills and amendment letters. Coordinate with workers in export department. * Coordinate and manage relationships with offshore clients. Looking after the Stock – its Sales & Purchases. * Looking after the requirements of the clients and respond timely with appropriate feedback * Maintaining the records of Payments dues of the Party. Making Quotations & Pre-formatted Invoices and working on MS Word, Excel and Tally. * Maintaining daily MIS reports of orders. * Price analysis for the books. Maintains inventory and assisting in filing IT returns. | |
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| **PROJECT**  **Worked with ICICI Prudential for 3 months**  **Responsibilities:**   * Obtain the detail description of Process of insurance policies * To make detailed reports of customers data management   **IT SKILLS**   * Well versed with **Operating system** - WINDOWS * **MS Office Package** – (Word, PowerPoint, Excel and Outlook) * **Tally 9** |
| **EDUCATIONAL QUALIFICATION** | |
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| **Date of Birth:** 30th June 1987 | **Language Proficiency:** English, Hindi, Marathi, Malayalam & Tamil | **Marital Status :** Single|  **Hobbies:** Conducting tuitions, Teach dance, Yoga & Glass Painting **| Nationality:** Indian | **References:** Available on Request | |
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