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| Savitri  C:\Users\abc\Desktop\BeautyPlus_20180225184303_save.jpg  **CONTACT DETAILS**  **Email :** [savitri.378001@2freemail.com](mailto:savitri.378001@2freemail.com)  **C/o-Mobile Number**  971 504973598  **STRENGTH**  Ability to maintain efficient office work flow & administrative process, Ambitious, enthusiastic, quick learner optimistic, organized having good interpersonal and communication skills.  Peripheral competencies  Cultural understanding  Motivated and dynamic  Ability to work as a team or individually.  Responsible, quick learner  and hard working. | CURRICULUM VITAE  Objective  To be part of dynamic & fast growing organization having motivational work environment, challenging assignment that will foster my career advancement and long-term relationship in an organization where my education, experience and talent coul)d make significant contribution towards organizational objectives.  Experience  Company :  ***MARUTI SUZUKI INDIA LIMITED***  Company Profile: A ISO 9001-2008 certified company Dealing with four wheeler maruti 800cc only .provide a wide range services in world cars in  Designation : **Accounts Assistant**  Duration : January 2015 till date  RESPONSIBILITIES:   * Follow up Receivables as per their credit terms specified. * Updating the payment received in the system * Issue of Online Insurance Certificate * Handling queries with bank and buyers in regards to documents if any. * Review Invoice discrepancy . * Sending monthly SOA to customers. * Co-ordinate with Account Managers and other departments to facilitate the process of order of collection in order to minimize the turnaround time of collections. * Dealing with the bank for Swift Messages against receivables, * Bank Reconciliation   Handling sale tax work along with charter accountant  Company : ***TOYOTA AUTOMOBILES LIMITED***  Company Profile: Financing the Vehicle (luxury CAR Innova crysta only .)    Designation : **Documentation Officer cum Accounts**  **Receivables**  Duration : May’14 to May’15  RESPONSIBILITIES:   * Responsible for overall documents * Arranging Pre-Shipment Certificate as per the requirements. * Keeping proper track for all Online Insurance Certificate * Handling queries with bank and buyers in regards to documents if any. * Follow up Receivables as per their credit terms specified. * Review Invoice discrepancy . * Sending monthly SOA to customers. * Co-ordinate with Account Managers and other departments to facilitate the process of order of collection in order to minimize the turnaround time of collections. * Dealing with the bank for Swift Messages against receivables, Courier no for the documents submitted .   .  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Company : **COAL INDIA LIMITED** Company Profile: A reputed and established foodstuff company in Dubai , dealing in trading of foodstuff.   Designation : **Accounts Receivable / Payables**  Duration : February 2007 till November 2012  RESPONSIBILITIES:   * Handling overall Accounting functions of the company using Computerized Accounting Software Tally latest version release 9. * Preparing all accounting Vouchers, Invoices & LPO. * Reconciling supplier accounts, documentation and doing necessary correspondence * Processing payment as per specified/agreed credit terms and sending advices to suppliers * Reconciliation of supplier’s statement and resolve Invoice discrepancies. * Provide timely feedback to collection’s Manager regarding the payment delays to facilitate pro-active decision making. * Dispatching Sales Invoices to Customers, Follow-up Receivables & updating Ledgers * Handling Day-to-Day Banking Transaction & Reconciliation of Accounts on Monthly Basis. * Physical stock taking and giving movement report as and when required * Preparing monthly Reports for Clients (Sales reports, Suppliers outstanding reports, Outstanding Receivables report, Expenses summary & Trial Balance) * Assisting the CA in Auditing Account & preparing Annual Reports. * Performing the duties of HACCP leader.   Company : **Shoe Bazar L.L.C, Dubai**  Company Profile: A reputed and established company dealing in  footwears.  Designation : **Assistant Accountant**  Duration : October 2002 till January 2007  RESPONSIBILITIES HANDLED :   * Preparing Sales Invoices & updating the Sales Report * Preparing Purchase Orders & maintaining Purchase records * Preparing Contracts & Agreements for Customers & Suppliers as advised by FC * Handling day to day banking transactions (In & outgoing transfers, cash &chequedeposit and with drawls) * Preparing Monthly Reconciliation Statements e.g. Different Bank Accounts, Suppliers & Clients Accounts   Contd.. P/2 | |
| **PERSONAL DATA**  Date of Birth : 06-Nov-1987  Nationality : Indian  Marital Status : Married  Languages known : English, Hindi  Visa Status : **Visit Visa** | | * Submission of periodical performance reports to the Seniors (Receivable Ageing, Outstanding Payments & Trial Balance) * Handling all Supplier Payments & updating records * Handling all Sales Receipts & updating records * Handling Petty Cash A/c * Maintaining Accounts Software Back-up & Filing System * Assisting the FC in bank correspondence, obtaining quarterly balance confirmation from customer/supplier & preparing reports   Educational Qualification  **M.B.A. (with FINANCE specialization & COMPANY ACCOUNTS ) APJ . ABDUL KALAM UNIVERSITY LUCKNOW INDIA.**  **B.B.A (COMPANY ACCOUNTS & FINANCE) RML. UNIVERSITY FAIZABAD UP INDIA.**  Additional Qualification  **Diploma in Computer Applications.**  (Tally 9.2)   * **MS Office Application:**   Proficient in MS Word and MS Excel, Power Point  Formatting (Table, Conditional, Date and time, Data Validation)  Charts, Links.   * **Efficiency on working SAP PROGRAMM.** * **2 MONTHS oracle .**   Declaration  I hereby declare that the information furnished above is true to the best of my knowledge & belief. If an opportunity is provided, I will put in my best possible efforts & meet the expectation. | |