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|  Savitri C:\Users\abc\Desktop\BeautyPlus_20180225184303_save.jpg**CONTACT DETAILS****Email :** 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 competenciesCultural understanding Motivated and dynamicAbility to work as a team or individually.Responsible, quick learnerand hard working. | CURRICULUM VITAE ObjectiveTo 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’15RESPONSIBILITIES:* 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 .

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* 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 2007RESPONSIBILITIES 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

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|  **PERSONAL DATA**Date of Birth : 06-Nov-1987Nationality : IndianMarital Status : MarriedLanguages known : English, HindiVisa 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 .**

DeclarationI 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. |