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Varsha

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**Job Objective:**

* Develop my skills and create a good working environment.
* Reach the highest possible potential of my ability, to be able to maintain a high standard of work through management of skills and objective of being successful in my chosen field.

**Work Experience Summary:**

* 20 + Years of experience in financial accounting and project back office work

( India and UAE )

* Face off with audits
* Very good experience in import/export business operations
* Experience in customer and vendor billing
* Closely working with company Director
* Willingness in learning new skills and concepts at work.
* Extensive experience-Accounts, Admin, Import/Export Documents& Co-ordination
* Good knowledge of Excel, Word & Power point

**Gulf Experience:**

**ROSEBAY TRADING LLC, Dubai U.A.E –Administrator with Finance**

**(Universal Group of Companies, Dubai-UAE)**

**Period -** Total UAE experience – From 30th September 2012 till date (4 years and 9 months approx.)

**RESPONSIBILITIES:**

* Handling Petty Cash, Maintaining Purchase & Sales Register, Administrating Accounts Receivable & Accounts Payable, trial balance & balance sheet, Reconciliation Overheads such as Bank charges, Commissions of agents and further correspondence in case of discrepancy, Helping Auditors towards company Audit for all six companies of same directors. Experience of Accounts upto finalization.
* Handling Import Export Trading: Experience in Letter of Credit procedures& Co-ordination with Bank (Trade Service Department- Mashreq Bank, Dubai).
* Preparing all Import/Export documentations such as raising Commercial Invoices, Purchase Orders, Proforma Invoices, Shipment details, Packing List as well as knowledge of all shipping documents such as AWB, Insurance Certificate & Certificate of Origin etc.for Pharmaceutical Company.Preparing Debit Notes for our agent in India.
* Handling reception, secretarial work of Directors personal accounts, maintaining diaries for appointments, coordination with Banks, Clients, Agents and suppliers, correspondence through mail or letters.
* Working for Developers Company: Coordinating with customers for queries as well as Real Estate Agents regarding company project, preparing booking forms for sale of Apartments, Sale Purchase Agreements, Tenancy Contracts, coordinating with clients &government authorities related to company project through mail & letters, also follow-up with banks, preparing LOI, Contract and LPO for subcontractors and suppliers for project, DSR (Oqood) Online Registration for Sale & Rent Flats.
* Administrative & Accountsrelated work, preparing reports for Annual Audit for other Six companies of same Directors.
* Maintaining Salik Account, Utility Bills, Insurance & Registration of Vehicles, Trade Licenses Renewals, Labour Card Renewals of Employees, Visa & Emirates Id renewals of Employees as well as Directors.
* Preparing WPS statements of employees, Attendance Report through Payroll Softwarefor all six companies of same Directors

**Experience in India:**

**WNS Global Services (Aviva Operations), India**

**Senior Associate Operations - Customer Accounts**

**Period -** Total experience – From 9th April 2007 till 26th September 2012 (5 years and 5 months)

**RESPONSIBILITIES:**

* Maintaining project office data, generating various project reports for management
* Managing back office escalations received from client(risk/issue log management)
* Timely reporting to management for critical risks/issues
* Communication with end customer on various account and project/process activities
* Billing - Administration of Accounts Receivable and ensuring smooth collection of Premium/Commission.
* Reconciliation of Accounts with Brokers and further correspondence in case of discrepancy.
* Reconciliation of Overheads such as Bank Administration Fees, Interest, Bank Charge etc.
* Reconciliation of Premiums with Underwriters and Intermediaries in case of discrepancies.
* Auditing Write-off accounts and reporting the same to on-shore for approvals on daily basis.
* Raising Invoices and synchronizing them with Direct Debit system to ensure collections.
* Handling Accounts Payable to ensure correct payments to Brokers and Refunds to customers.

**Sugal & Damani Pvt. Ltd., India- Back Office Executive**

**RESPONSIBILITIES:**

**Period -**Total experience – From Jan 2006 April 2007 (1year 3 months)

* Administrative work with reporting, Accounts related work & Co-ordination with Engineers & Clients.

**Machpro Automation & Marketing Services Pvt. Ltd., India- Accounts Assistant**

**RESPONSIBILITIES**:

**Period** -Total experience 1 Year 2 Months (Year Sept 1993 to Dec 1994)

* Managed accounts and project back office work
* End customer communication and report generation for customers
* Worked as for accounts, Sales Tax , Co-ordination with clients.
* Filing of Sales Tax Returns, Office Accounting, Office Correspondence with companies, Details to CA during accounting audit, Salary operation in salary Software and Maintenance of Stock Record

**DilipJoglekar – Tax Consultant, Pune, India - Tax Accountant**

**RESPONSIBILITIES:**

**Period -**Total Experience 1 Year 7 months (Year Dec 91 to August 93)

* Filing of Sales Tax Returns, Office accounting, Management of Office Admin

**V.S.Graphics, India - Own D.T.P.Unit**

**RESPONSIBILITIES:**

* Job work such as designing visiting cards, bill books, book-work, weekly newspaper, Diwali-Magzines etc.& Accounts Job Work
* Total experience – From 1997 – 2003 (6 year)

**Educational Qualification :**

BCOM passed in 1996 Through University of Pune, Maharashtra - India

**Additional Qualifications:**

* 30 W.P.M English typingpassed in May 1990 – Bureau of Govt Exam
* 40 W.P.M English typingpassed in October1991 – Bureau of Govt Exam
* Diploma in Computer Management – From Premier Institute, Pune – Year 1992-93

**Computer Skills:**

* Windows XP,MS Office (MS Excel, MS Word & Power Point Presentation)
* Microsoft Outlook, Adobe (creating forms)&Paint Brush (Editing pictures, Photos etc.), Attendance Software for payroll, 2D AutoCAD
* Tally ERP 9
* Oracle reporting software
* ShriLipi ( Devnagari, Hindi and English), PageMaker 5 & 6.5, Corel Draw

**Visa Status :**

* Visa status : UAE Residence Visa
* Visa Expiry : 12.10.2018
* Current Salary : Dirham’s 5,000/-+ 1 salary bonus + accommodation
* Expected Salary : As per company norms

**Personal Details:**

* Nationality : Indian
* Date of Birth : 25-08-1969
* Gender : Female
* Marital Status : Married
* Languages Known : English, Hindi, Marathi
* Notice Period : 60 days

**Declaration :**

In the view of mentioned, if I am given a chance in your esteemed organization, I will perform my duties to the entire satisfaction of my superiors in all respects. Awaiting for your kind consideration.