

SARITA MARUTI KAMBLE

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CAREER SUMMARY

PGDBA Finance having 14 years of Experience in Finance & Accounts Field (SAP-FICO/TALLY 9.0)

SR ACCOUNTS /FINANCE EXECUTIVE- (PGDBA-FINANCE)- POST GRADUATE DIPLOMA IN BUSINESS ADMINISTRATION IN FINANCE 2010-2012 & DIPLOMA IN EXPORT IMPORT MANAGEMENT WITH 14 YEAR EXPERIENCE IN MANUFACTURING & SERVICE COMPANIES IN ACCOUNTS & FINANCE & EXPORT –IMPORT & TAXATION WITH TALLY 9 & SAP-FICO.

AREAS OF EXPERTISE

RESPONSIBLE WORK –CREDIT CONTROL, LETTER OF CREDIT, BILL DISCOUNTING , EXPORT IMPORT DOCUMENTATION, RTGS NEFT,CASH FLOW, FOREIGN REMITTANCE, DOLLER RATE BOOKING, ACCOUNTS PAYABLE MANAGEMENT, PROCUREMNT, STOCK MAINTAIN, PURCHASE BILLING,PURCHASE ORDER PREPARATION, ACCOUNTS RECEIVABLE MANAGEMENT , SALES INVOICE, LOGSHEET PREPARATION, TRANSPORT BILLING, VENDORS CUSTOMER AGINGWISE REPORT, MAINTAINING GENERAL LEDGERS, PAYROLL, TAXATION, INCOME TAX, GST, TDS, TCS, C FORM, PT, PF , MIS REPORTING,- AGING REPORT, CUSTOMER REGISTER, VENDORS REGISTER, DAILY SALES ORDER BOOKING REGISTER, DAILY DISPATCH DETAILS REGISTER, ENTITLEMENT REPORT,STOCK MAINTAINING, DAY TO DAY ACCOUNTING, KNOWLEDGE GST -GSTR1/GSTR2A/GSTR3B/TDS/ TCS

PROFESSIONAL EXPERIENCE

Organization : M/S. INDIA STEEL WORK LIMITED

Duration : JULY, 2018 – MAY 2020

Designation : SR ACCOUNTS EXECUTIVE - ACCOUNTS PAYABLE / RECEIVABLE , FINANCE, GST (SAP FICO/ TALLY)

Profile : Assist to Finance Manager -Responsible for Cash Flow, Accounts Payable &RTGS / NEFT/PDC- PAYMENT

- Checking & Verification of Purchase Bill & Purchase Order & GRN & Supporting Document
- Checking Purchase Rate as per PO & Booking Purchase Invoice.
- Releasing Vendors PDC Cheque & keep track & maintain cash flow & LC due date.
- Releasing Vendors Payment before Due Date & Keep track on Credit Period.
- Vendors Reconciliation & Monitoring Vendors Payment & Maintain Vendors Register.
- Preparation fund flow statement & Vendors Payment Through fund Transfer or RTGS/ NEFT & Foreign Remittance.
- Maintain DDR Report ,Accounts Receivable Report & MIS report – ENTITLEMENT REPORT
- Accounts Receivable _ Sales Invoice – Domestic & Export & Job work Invoice Checking & Booking
- Preparation month end report GST & TDS before due date.
- Taxation – Assist in preparation of GST, TDS, TCS, INVOME TAX
- Vendors & Customer Ageing Report.

Organization : M/S. MORYA INFRACONSTRUCT PVT. LTD.

Duration : Sep, 2016 – June, 2017

Designation : SR. ACCOUNTS EXECUTIVE – ACCOUNTS /FINANCE (SOFTWARE- TALLY 9 ERP)

Work Profile : Responsible for Accounts Payable & Procurement & Stock Maintaining & Purchase Order& Banking& Fund Flow & Vendors Register & Customer Register& RTGS / NEFT PAYMENT /TAXATION

ACCOUNTS PAYABLE & PROCUREMENT& BANKING:

- Making Purchase Order as per finalized Quotation rate & Sending PO after approval.
- Maintain & keep track Balance stock & Inward & Outward material Stock.

- Daily Bank Reconciliation & Vendors Register & Customer Register & Stock Register, Ageing Report.
- Assist with Month End Closing & Provide Supporting Documentation for Audit & Manager.
- Responsibilities& Account Reconciliation, periodic financial statements, Accounts Payable, Accounts Receivable.
- Responsible for Preparation of Closing Stock valuation& TDS & Income Tax.

Organization : M/s. EASTMAN LOGISTIC & INFRASTRUCTURE PVT. LTD. Duration : May , 2013 – Sep, 2016

Designation : SR. ACCOUNTS EXECUTIVE – ACCOUNTS RECEIVABLE (SOFTWARE- TALLY 9 ERP)

Work Profile: Responsible for Prepare Log-sheet & Sales Invoice& Freight Invoice as per the Work Order& Accounts Receivable &

Banking& TDS

ACCOUNTS RECEIVABLE:

- Responsible for BILLING -Prepare Log-sheet & Sales Invoice & Freight Invoice as per work order term & condition & Posting in Tally.
- Keep Track Work Order and Process Accounts and Incoming Payments in compliance with Financial Policies and Procedures.
- Make daily Collection Calls and Bank Deposits & Perform day to day Financial Transactions.
- Responsible for Reconcile the Accounts Receivable Ledger to ensure that all payments are accounted for and properly posted.
- Verify Discrepancies by and Resolve Clients' Billing Issues.
- Facilitate Swift Payment of Invoices due to the Organization by Sending Bill Reminders and Contacting Clients with Outstanding Accounts.
- Generate Financial Statements and Maintains Sales Registered & accurate Aging Report.
- Reconcile A/R to the G/L & Interact with Customers to Resolve Outstanding Issues
- Maintains Accounting Ledgers by Verifying and Posting Account Transactions.
- Verifies Vendor Accounts by Reconciling Weekly Statements and Related Transactions.
- Assist with Month End Closing& Provide Supporting Documentation for Audit.
- Worker & Staff Salary Preparation.
- Preparing PT&TDS & SALES TAX& SERVICE TAX Summary & Made Online Payment.

Organization : M/s. ASIS PLYWOOD PVT. LTD.

Duration : Oct 2011 – Jan 2013.

Designation : FINANCE EXECUTIVE -LETTER OF CREDIT/BANKING (SOFTWARE- SAP FICO)

Work profile: Responsible for letter of Credit & MIS Reporting, Export Import &Accounts Payable & Banking & Cash Flow -

Accounts in SAP SOFTWARE

Responsible Preparations of various MIS Daily Reporting:

- Daily Fund Status/ Customer Register/Vendors Register/Daily Sales Order Booking Register.
- Daily Dispatch Details Register/Customer Aging wise Report on Monthly Basis.

Accounts & Banking & Finance Profile:

- Responsible for Sanction Limit Utilization against CC & LC Accounts
- Responsible for Maintaining Proper Fund in Bank Account.
- Inward Outward Remittance & Dollars Rate Booking.
- Responsible for Cash/ Fund Flow statement for management Review.
- Online Banking operations & Totally Responsible for Banking.

- Responsible for effective Fund Management in our Bank Accounts.
- Making Payment through RTGS / NEFT.
- Responsible for Bank Reconciliation in SAP.
- Doing MIRO Entry & Receipt & Payment Entry & PO & SO in SAP.
- Maintenance of records of Exports, Imports, Contracts, Limit Utilizations and Outstanding.
- Responsible for Letter of Credit- LC Opening & LC Amendment & Insurance & Acceptance Letter.
- Responsible for Bill Discounting Document & Preparation Bill of Exchange & Commercial Invoice.
- Preparation LC Application & Finalized LC term & condition & Track on LC Due Date & arrange LC Payment before Due.
- Export – Import Related Document Submitted in the Bank.
- Responsible for Inward – Outward Remittance & Dollars Rate Booking- foreign Exchange.
- Export-Import Payment Booking & Document Submission in Bank.
- Maintenance of Record of Monthly Sales Order Booking & Daily Dispatch Details.
- Co-ordinate with all Branches & Branch Head about Collections & Sales.
- Perform Reconciliation of sub ledgers namely AP, AR and Bank.
- Co-ordination with other Department and Preparation and Distribution of Internal Financial Statements and Reports.(Vendors & Customers Ageing Report, DDR, SOR)
- Scrutiny of General Ledger, Debtors & Creditors Ledger.
- Prepares journal entries and reconciles general ledger and subsidiary accounts.
- Prepares monthly financial statements, including distributing monthly revenue and expenditure reports to DEPT.
- Handling Accounts Payable & Accounts Receivable & Import –Export & Trade Finance.

Organization : M/s. SATEC ENVIR ENGINEERING (I) PVT.LTD.

Duration: Sep 2008 – Sep 2011.

Designation : ACCOUNTS EXECUTIVEB (TALLY 9 / SAP SOFTWARE)

Work profile : Assist Finance Manager -Responsible for Banking & Letter of Credit& TDS(Tally 9 ERP)

- Responsible for Totally Handling Net Banking Transaction.
- Responsible for Checking Cheque Clearance & If Cheque are clear give instruction to send Material to Parties & Daily Online Fund Transferring.
- Responsible for Fund Flow & Cash Flow Statements – (Cash Inflows & Cash Outflows).
- Day to day Management of Utilization of Credit Limits of Banks.
- Export-Import Payment Booking & Document Submission in Bank.
- Planning of Inward-Outward Remittances.
- Maintaining FD & Letter of Credit Statement in Excel & Keep track on Due Date.
- Checking and authorizing advices of Bank advances realizations, remittance.
- Maintenance of records of Exports, Imports, Contracts, Limit Utilizations and Outstanding.

Export – Import & Logistic Profile :

- Responsible for Letter of Credit- LC Opening & LC Amendment & Insurance & Acceptance Letter.
- Responsible for Bill Discounting Document & Preparation Bill of Exchange & Commercial Invoice.
- Co- ordination & follow- up with Vendors for finalized LC term & condition & Performa Invoice & Purchase Order.
- Preparation LC Application & Submitted related Document in Bank Co- ordination with bank.
- LC Establishing & faxing & Follow-up for Shipment Details & Checking of Document with regards to LC.
- Making Payment before due Date.
- Preparations of daily Exports & Imports reports & Documentation submitted in bank.

- Making PO & Commercial Invoice & Pro-forma Invoice.
- Post Shipment Documentation & Procedures & formalities Like – Preparation of Bank document to follow-up with CHA for all document, Obtaining of Export Remittance.
- Follow- up with Overseas customer for remittance & Swift code.
- Making Bank Realization Certificate & submitted in the Bank.
- Preparing quotation & Performa invoice & reported immediately to the Director
- Following with CHA for examination, material dispatches & stuffing status & for vessel planning
- Sending the B/L instructions to shipping company
- Preparing Pre shipment documents line Custom Invoice, Packing List, & Post Shipment Export invoice, Packing List, BL draft, Certificate of Origin as per Letter of Credit, BRC Documents.
- Dollar rate booking

Organization : M/s. ABHAY ISPAT (INDIA) PVT. LTD.

Duration: FROM 2005 TO 2008.

Designation : ACCOUNTS ASSISTANT (SOFTWARE - UDYOG / TALLY)

Work profile:

- Responsible for Preparation of Excise Sales Invoice & Entering Purchase & Sales & Banking & Expenses Transaction on Daily Basis & Issuing Cheque to Parties.
- Responsible for Bank Reconciliation & Invoice Reconciliation Statement.
- Involved in the stock Investment activities like Maintenance & reconciliation of Demat Account, Transfer of fund to broker & Maintaining Share Stock Balance.
- Preparation of Capital Gain / Loss Statement.
- For Debtors :-Preparing Quotation, Performa Invoice, Checking Sales Bills, Debit note & Credit Note. Correspondences with Debtors for Payment & Orders as per CMD Instruction.
- For Creditors:-Preparing Purchase Order, Checking Purchase bill as per P.O.
- Debtors & Creditors list for Chairman/Managing Director every month in Excel Format.

Educational Qualifications : POST GRADUATE DIPLOMA IN BUSINESS ADMINISTRATION (2010- 2012)

PGDBA – FINANCE : Complete “**POST GRADUATE DIPLOMA IN BUSINESS ADMINISTRATION**” - FINANCE
From “ Welingkar’s Institute of Management (2010-2012)” with Second Class.

Export – Import : Diploma in Export & Import Management.

GRADUATE–BCOM : Bachelor of Commerce (T.Y. B com.) with 48%

PERSONAL INFORMATION

Date of Birth : 01st April, 1979.

Mother Tongue : Marathi

Nationality : Indian

Marital Status : Single

Date :

(SARITA MARUTI KAMBLE)

