**SARITA MARUTI KAMBLE**

B-103, Bhalchandra Park, Chakradhar Nagar, Nalasopara West

MOBILE :9823694679 **Email:** [**sarita\_01a@yahoo.co.in**](mailto:sarita_01a@yahoo.co.in)

**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 ADMINISTATION IN FINANCE 2010-2012 & DIPLOMA IN EXPORT IMPORT MANAGEMENT WITH 14 YEAR EXPERIENCE IN MANUFACTURING & SERVICE COMPANIES IN ACCOUNTS & FINANCE & EXPORT –IMPORT 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, SERVICE TAX, TDS, 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, BASIC KNOWLEDGE GSTR-GSTR1/GSTR2A/GSTR3B/TDS

**PROFESSIONAL EXPERIENCE**

|  |
| --- |
| **Organization : M/S. INDIA STEEL WORK LIMITED Duration : JULY, 2018 – MAY 2020** |
| **Designation : SR ACCOUNTS EXECUTIVE - ACCOUNTS PAYABLE / RECEIVABLE , FINANCE ( SOFTWARE – SAP FICO)** |

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 Trf or Rtgs/ Nef&Foreign remittance.
* Maintain DDR Report & MIS report – ENTITLEMENT REPORT
* Accounts Receivable \_ Sales Invoice – Domestic & Export & Jobwork Invoice Checking & Booking
* Maintain DDR Report & Accounts Receivable Report
* CHA Bill Booking
* 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.

**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.

|  |
| --- |
| **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 & SalesInvoice& 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 Letter of Credit 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 Handing 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 & Preparation Purchase Order.
* Preparation LC Application & Submitted related Document in Bank Co- ordination with bank .
* LC Establishing& faxing & Follow-up for Shipment Details &non negotiable set of Document, 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 & Proforma 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 co. (liner).
* 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 (in ms excel &ms world )
* 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 Demate 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 ADMINISTATION( 2010- 2012)**

**PGDBA – FINANCE :** Complete “**POST GRADUATE DIPLOMA IN BUSINESS ADMINISTRATION” - FINANCE**

from “Welingkar’sInstitute of Management (2010-2012)” with Second Class.

.

**Export – Import :** Diploma in Export & Import Management.

**GRADUATE–BCOM** : Bachelor of Commerce (T.Y.Bcom.) with 48%

**PERSONAL INFORMATION**

**Date of Birth:** 01st April, 1979.  **Mother Tongue :** Marathi

**Nationality :** Indian **Marital Status :** Single

**Date : ( SARITA MARUTI KAMBLE)**