

SARITA MARUTI KAMBLE

B-103, Bhalchandra Park,
Chakradhar Nagar, Nalasopara West
Mobile: (+91) 7387219169
Email: 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 and 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 Industries in Accounts & Finance & Export Import & Taxation with Software SAP FICO & TALLY 9 ERP

AREAS OF EXPERTISE

Responsible work – Net Banking, Credit Control, Letter of Credit, Bill Discounting, Export Import Documentation, RTGS, NEFT, Cash Flow, Foreign Remittance, Dollar Rate Booking, Accounts Payable Management , Procurement, Stock Maintain, Purchase Billing, Purchase Order Preparation, Accounts Receivable Management, Sales Invoice, Log sheet Preparation, Transport & Freight Billing, Vendors Customer Ageing wise Report, Maintaining General Ledgers, Payroll, Taxation, Income Tax, GST, TDS, TCS, C FORM, PT, PF, MIS Reporting- Ageing Report, Customer Register, Vendors Register, Daily Sales Order Booking Register, Daily Dispatch Register, Entitlement Report, Stock Maintaining, Day to Day Accounting, Knowledge GST- GSTR1, GSTR 2A, GSTR3B, TDS, TCS

EDUCATIONAL QUALIFICATION - POST GRADUATE DIPLOMA IN BUSINESS ADMINISTRATION 2010-2012

PGDBA – FINANCE : Complete “**POST GRADUATE DIPLOMA IN BUSINESS ADMINISTRATION IN FINANCE**” - From “ Welinkar’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%

EXTRA QUALIFICATION

* Completed successfully MS Office – Basic Computer Course (MS Word, MS Excel, MS Power Point & Internet)

* Full Knowledge of Tally ERP 9 & SAP FICO module.

PROFESSIONAL EXPERIENCE

- Worked at INDIA STEEL WORK LIMITED Steel Manufacturing , Prabhadevi From July 2018 to May 2020
As a Accounts and Finance Executive – Software- SAP FICO
- Worked at MORYA INFRASTRUCTURE PVT. LTD. , Construction, Lower Parel, From Sep 2016 to June 2017
As a SR. Accounts Executive – Software- TALLY 9 ERP
- Worked at EASTMAN LOGISTICS AND INFRASTRUCTURE PVT. LTD , Service , Andheri, from May 2013 to Sep 2016
As a SR. Accounts Executive- Software- TALLY 9 ERP
- Worked at ASIS INDUSTRIES LIMITED , Plywood Manufacturing, Santacruz, from Oct 2011 to Jan 2013
As a Accounts and Finance Executive- Software- SAP FICO
- Worked at SATEC ENVIR ENGINEERING (I) PVT. LTD., Manufacturing. Andheri from Sep 2008 to Sep 2011
As a Accounts & Export Finance Executive- Software- SAP FICO & TALLY 9 ERP

- Worked at ABHAY ISPAT (INDIA) PVT. LTD , Steel Manufacturing, Vidhyavihar from May 2005 to Aug 2008
As a Accounts Assistant & Computer Operator – Software – UDYOG & TALLY

KEY RESPONSIBILITY

Finance & Banking & Finance Profile:

- Responsible for Totally Handing Net Banking Transaction.
- 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

Export Import Finance Profile:

- 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.
- Co- ordination & follow- up with Vendors for finalized LC term & condition & Performa Invoice & Purchase Order.
- LC Establishing & faxing & Follow-up for Shipment Details & Checking of Document with regards to LC.
- 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.
- 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

Accounts Payable & Procurement :

- 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
- 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.

Accounts Receivable :

- Responsible for BILLING -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 AR 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.
- Assist with Month End Closing& Provide Supporting Documentation for Audit.

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 & Taxation Profile :

- Scrutiny of General Ledger, Debtors & Creditors Ledger.
- Prepares journal entries and reconciles general ledger and subsidiary accounts.
- Perform Reconciliation of sub ledgers namely AP, AR and Bank.
- Stock Maintaining- Inward & Outward Stock Record.
- Prepares monthly financial statements, including distributing monthly revenue and expenditure reports .
- Handling Accounts Payable & Accounts Receivable & Import –Export &Trade Finance.
- Vendors & Customer Ageing Report.
- Worker & Staff Salary Preparation.
- Preparation month end report GST & TDS before due date.
- Taxation – Assist in preparation of GSTR1, GSTR 2A, GSTR 3B, TDS, TCS, INVOME TAX
- Preparing PT&TDS & SALES TAX& SERVICE TAX Summary & Made Online Payment.

PERSONAL INFORMATION**LANGUAGES KNOWN**

English, Hindi, Marathi (Speak, Read, Write)

HOBBIES

Watching TV & Listening Music

DATE OF BIRTH

1st April, 1979

REFERENCE

Available on request

DECLARATION

I hereby declare that the details furnished above are true to the best of my knowledge.

PLACE

Mumbai

SARITA MARUTI KAMBLE

Date :