

CURRICULUM VITAE

VRUSHALI SITARAM GAIKAR

G-2, Room No. 202,
Shree Ganesh CHS.,
Sector 9, Gharonda,
Ghansoli, Navi Mumbai,
Pin- 400701, State: Maharashtra.

CAREER OBJECTIVE

To secure a suitable and stable position leading to a successful career enabling utilization of my educational & work skills and contribute positively to the growth of the organization.

PROFESSIONAL SYNOPSIS

- 7 years of total work experience in handling accounts & Sales.
- Excellent organizing skills, highly efficient and capable of completing multiple tasks within given deadlines.
- Possess strong oral and written communication skills.
- Ability to use resources effectively to meet work commitments

ORGANISATIONAL EXPERIENCE

<u>Organization</u>	:	Flotech Machinery Pvt. Ltd.
		At Mahape, Navi Mumbai
<u>Designation</u>	:	Accountant Assistant
<u>Department</u>	:	Accounts & Admin
<u>Period</u>	:	from 03.04.2019 to 12.02.2021

Job Responsibilities:

- Ensuring timely recording of Purchases, Sales, Expenses, payment & receipt Entry in Tally.
- Maintaining stock report.
- Preparation of Quotation & coordination with Debtors till the receipt of order.
- Maintain pending Purchase order list and Dispatch material on time as per Order through courier, transport etc.
- Handling Export and Import shipment.
- Daily Accounting Operations & Payment Follow up.
- To check GSTR-2A monthly.
- Generation of Purchase order as per requirement & keep track on it.

Organization : **SUN-UP INDIA MACHINERY CO.PVT.LTD.**
At Mahape, Navi Mumbai
Designation : Accountant
Department : Accounts & Admin
Period : from May 2017 to March 2019

Job Responsibilities:

- Ensuring timely recording of Purchases, Sales and Expenses
- Working prepared for statutory payments like TDS, GST etc. & crosschecking GSTR-2A data.
- Bank Reconciliation Monthly & debtor's creditors' reconciliation Half yearly.
- Payment to creditors through NEFT/RTGS/ Cheque and co-ordination with Bank.
- Maintaining stock report.
- Preparation of Sales Invoices & dispatch the Machines / Material as per work contract.
- To Co-ordinate with CHA for the clearance of the shipment for Import & Export.
- Daily Accounting Operations & Payment Follow up.
- Prepare salary sheet & transfer payment.
- Assisting to Finalization of balance sheet.
- Handling compliance cases & other miscellaneous work.

Organization : **Satellite Conveyors Pvt. Ltd.**
At. Rabale
Designation : Office Assistant
Department : Sales & Admin
Period : Oct 2013 to April 2017.

Job Responsibilities :

- Monthly Salary calculation of all Company worker & staff.
- Preparation of inquiry list and quotation of the same
- To Co-ordinate with Party and take order confirmation
- Preparation of sales order list, Dispatch Documents, Import payment, export documents & etc.
- To follow up with the freight forwarder for shipment and for negotiation of rates accordingly informed to party
- Prepare & send Invoices to client as per terms & condition mention in work order.
- To Co-ordinate with CHA for the clearance of the shipment for Import & Export.
- To arrange for the dispatch of items through road transport, sea, air or courier as applicable.
- Handle the processing of all orders with accuracy and timeliness
- Inform clients of unforeseen delays or problems
- Maintain all project sheet in excel format.

EDUCATIONAL QUALIFICATION

Completed **B.M.S.** In Finance Accountancy from **Mumbai University** affiliated to the University of **Mumbai**.

Sr.No	Examination	Passing Year	Class	Percentage of Marks	Board/ University
1.	S.S.C.	2007	1 ST	73 %	Maharashtra
2.	H.S.C.	2009	I st	66%	Maharashtra
3.	B.M.S.	2012	II nd	66 %	Mumbai

TECHNICAL SKILLS

COMPUTER: - 1) MS- CIT passed The Examination with 86 %
(MS Word, Advance Excel, Power Point)
2) Tally ERP 0.9 with Completed

TYPE WRITING :- 1) English Passed Examination Speed - (40 w. p.m.)
2) Marathi Passed Examination Speed - (30 w. p.m.)

PERSONAL DETAILS

Name : Mrs. Vrushali Sitaram Gaikar
Husband Name : Mr. Sunil Tukaram Korade
Date of Birth : 6th Oct, 1991
Email Address : vrushali.gaikar0610@gmail.com
Mobile No. : 8691950193
Marital Status : Married
Languages Known : English, Hindi & Marathi

DECLARATION

I, hereby declare that the details furnished by me are correct and true to the best of my knowledge.

Place: Navi Mumbai

Yours Faithfully,

Date:

(Vrushali S. Gaikar)