

TRUPTI NATUSKAR

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CAREER OBJECTIVE

To have challenging position that will utilize my experience and unique abilities. A high impact leadership position requiring creative and innovation approaches to problem solving, strategy development and fulfillment of my personal goals. To work in an environment, which is innovative, challenging, rewarding and which offers me a knowledge base to enhance my skills.

SKILLS:

- Basic Computer knowledge

EXPERIENCE:

CAPRICORN LOGISTICS PVT. LTD Andheri (w). ASSISTANT REVENUE

May 2017 – July 2017

call/mail to branches to customers making bill for export, for air export, air import. back office related work making report, maintains excel sheet, uploading, dispatched bill

SCORPION EXPRESS PVT. LTD

MAHALAXMI (H.O) BILLING EXECUTIVE & ACCOUNTS EXECUTIVE.

Aug 2017 – Aug 2019

BILLING RELATED RESPONSIBILITIES:

- ❖ Making Bill of exports, Air Import with contract rates and sends to the customers for submission.
- ❖ Maintain pan India records of all hand over courier bill to the customers.
- ❖ Follow for submission of bills to all branches and uploaded in the system.
- ❖ Handling the queries of customer of freight and other charges in the bill and give them in a format.
- ❖ Follow up of POD for billing purpose
- ❖ File pan India bill submission copy on monthly basis.

CREDIT CONTROL AND ACCOUNTS RELATED RESPONSIBILITIES:

- ❖ Send daily collection with system MR report and with bank statement to Pan India
- ❖ Follow with branches for sending daily TBB and PAID & TO PAY collection report
- ❖ Make MR entry in system of all HO Customers.
- ❖ Handling the queries about the deduction of payment and deduction about freight or short delivery to with credit control department and take manager approval and pass the credit note in the system
- ❖ Prepare MTH Payment sheet (Vendor commission)
- ❖ Give customers ledgers to the credit control Manager for payment confirmation

ADMIN BILLING RELATED RESPONSIBILITIES

- ❖ Generate P.O.
- ❖ Generate Vendor Code
- ❖ Make the vendor payment on the basis of original bill and make advance on the basis of PO.
- ❖ Take balance confirmation from vendor
File the all vendor payment details along with payment voucher with PO, Original bill on monthly basis

EDUCATIONS:

Course	Institution/University	Percentage	Year of Pass out
TY-BCOM	ST. Gonsalo Garcia College vasai Mumbai University	58.00	OCT 2015
H.S.C	Maharashtra Board	53.00	FEB 2012
S.S.C	Maharashtra Board	68.00	MAR 2010

Hobbies / Other Interests:

- Listening music

Languages Spoken:

- Marathi, English, Hindi

Personal Skills:

- Can work satisfactorily in a group.
- Good interaction skill to coordinate and work within a team.