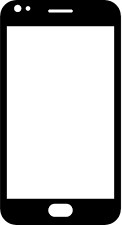
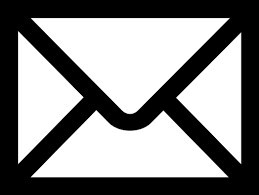
**Anita S. More**



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 linkedin.com/in/anita-more-590a54175

# SKILL SET

* Account reconciliation
* Invoicing
* Financial Analysis
* Funds flow management & analysis
* Order management
* Credit control
* Import / Export
* MIS reports
* Project finance, budgeting & costing

# SOFTWARE

* Oracle 7
* Tally ERP 9
* MS-Office
* Advance Excel

# OBJECTIVE

*“Meticulous and goal driven Finance & Commercial professional with13 + years of experience in the manufacturing industry, skilled in* ***the area of Account, Financial Analysis, Credit Control, MIS, Order Management, Invoicing Project Management etc.*** *willing to deliver my knowledge & ideas towards the mutual growth through keen learning.“*

# SUMMARY

* Wide experience of different Industries.
* Accomplished in training and motivating team to provide high level of company & customer satisfaction whilst optimizing team potentials
* Result & success oriented, prompt in delivery with excellent understanding of business requirements
* Demonstrated excellence in proactively managing business cycle process
* Driving and managing quality and improvement of delivery processes towards achieving critical strategic goals
* Versatile and multi-skilled with ability to manage multiple responsibilities simultaneously.
* Excellent in managing stakeholders, business leaders and cross functional teams.

# EXPERIENCE

## Assistant Manager - Commercial

Arvind Limited – Telecom Division, Mumbai (India) May 2007 – Till Date

* Order Management / Order processing
* Update and restructure of commercial procedures and processes
* Account reconciliation & monthly customer transaction reports
* Preparation of monthly collection plan & analyses the payment
* collections as per due dates
* Preparation of credit note provision file
* Credit Control
* Credit Note processing
* Resolving branch accounting queries and accounts reconciliation
* Pricing and approvals
* Monthly and yearly provisions
* Monthly MIS
* Direct customer vendor registration process to complete till payment received.
* One point contact for Branch and NHQ sales.
* Handled petty cash for Mumbai Branch.

## CPA (Credit Processing Assistant) – Finance

ICICI Bank Ltd., Mumbai (India) April 2006 – April 2007

* Valuation of Loan amount eligibility of applicant
* Checking the income eligibility of the customer as per application from salary slip and income.
* Raising operations queries and resolving the same update to sales Executive.
* Preparing sanction letter for customer.

# CORE COMPETENCIES

* Strong team player
* Great analytical skills
* Creative & self-motivated
* Stakeholder management
* Process improvements
* Performance optimization & measurement
* Coaching & mentoring

# STRENGTHS

* Passionate to drive & deliver
* Excellent communication & interpersonal skills
* Working within team and cross functions
* Working under stress
* Trustworthy
* Quick acceptance to change
* Quick learner

# LANGUAGES

* Marathi (Full Professional)
* Hindi (Professional Working)
* English (Professional Working)

# PERSONNEL INFORMATION

* Date of Birth: 02-06-1976
* Notice Period: 60 Days
* Marital Status: Married
* Interests: Listening music..
* Address : 7 vijaya sadan block no 304,above axis bank Sion west Mumbai-400022
* Maintaining various types of MIS reports as required by seniors.
* Filling Details of file and coordinating with the agencies.
* Report in time and co coordinating with credit manager for processing.

## Accountant - Finance

Chate Coaching Classes, Mumbai (India) April 2005 – April 2006

* Handled Cash flow and cheque deposition in bank.
* Ledger Entries in practically and tally system.
* Completed admission process and handled customer also.

***Back office***

Cadbury India Ltd., Mumbai (India) Sept2003-March2004

* Provide assistant level support to the Materials Manager.
* Preparing purchase order as per the requirements of the clients.
* Maintaining records of the follow –ups made by suppliers.

# EDUCATION

* **B.COM from Mumbai University**
* **Certificate course in Tally Accounting from sterling Management.**
* **GST Certificate from ICMAI (THE INSITUTE OF COST ACCOUNTS OF**

**INDIA) FORT MUMBAI.**

* SAP FINANCIAL AND ACCOUNTING AND CONTROLLING FROM UDEMY ONLIE.

DELCARATION:

* I hereby declare that above information is correct to the best of my knowledge and belief.

Thanking you yours faithfully

Anita S. More.