

ANUPA PARULEKAR

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Visa Status -Family Visa

Date of Birth -27/10/1989

Address – Qalali, Kingdom Of Bahrain



OBJECTIVE:

Seeking a responsible and challenging position in an organization where I can best utilize my knowledge and skills along with the learning attitude to broaden my vision as well as leading skills with long term career growth.

EDUCATION:

M. B. A. Financial Management -University of Pune 2013

B. B. A. Financial Management -University of Pune 2011

H.S.C. Goa Board 2008

S.S.C. Goa Board 2006

WORK EXPERIENCE:

Rajan Trading Co. LLC. (UAE) (Brand Name- Annabelle)

Website: www.annabelleuae.com

Position- General Accountant

November 2016-January 2018 (1year & 2months)

Job description

- Help in preparing financial statements to keep the correct records.
- Maintain accurate financial data in the database to ensure that the information will be immediately available when required.
- Enter the journal entries for financial records.
- Contribute in maintaining daily ledgers.
- Posting the store based sales report on daily basis for the company's retail stores.
- Store cash balances & other entries were to be reconciled on the daily & monthly basis.
- The petty cash for the general or immediate expenses to be maintained.
- All the entries for the point of sale system to be entered in to the accounting system.
- Maintaining all accounts documents filed/organised for audit trail.
- If store makes any expense directly then the receipts to be reconciled for each store.
- Preparing the credit card statement to keep a track of sales made through credit cards.
- Respond to the stores on any kind of accounting query to keep smooth operation of accounts.
- Check the product inventory in the stores and cross verify in warehouse systems.
- Verifying bank statements to make sure payments, amounts and records are correct.

PRGX India Private Limited

Website: www.prgx.com

Position- Senior Auditor

October 2013-August 2016 (2years & 10months)

Job description

- Conduct a review on the accounting statements and make sure there are no duplicate entries.
- Maintain the accounting statements records of clients for quality checks.
- Post entries on Citrix, an accounting software to show potential Credits/Claims.
- Check statements and find if any payment credits are maturing and can be followed up for payments.
- To perform exceptional understanding of all duplicate and statements claim concepts.
- To display basic interpretive skills of emails/contracts/claim processes, data, etc.
- To analyse and tabulate claims data and accurately compile claim packets as needed.
- To produce duplicate and statement claims timely in accordance with strict audit timelines.
- To make various arithmetic computations rapidly and accurately.
- Produce a claim which is genuine and has high quality and make sure that such claims are documented properly.
- Perform claims quality review on other auditor's claims output and validate for accuracy and validity.
- To make sure claims accuracy meets or exceed acceptable standards.
- To improve future claims quality by the use of error analysis.
- To upload claims accurately in Tools such as Claimtrax, CMS, Excel Claim Tool, CIP, etc.
- Maintain and protect the confidentiality and integrity of all the data as per Data Protection Act.
- To meet the deadline of all assignments given to make sure that money is recovered on timely manner.
- Responsible for allocation of daily target to team members.
- Managing daily, weekly and monthly reporting.
- Providing Process training sessions for new trainees.
- Ownership of vendor disputes, workflow specifics, updates and changes of the process.
- Handling onshore calls and managing offshore queries.
- Engage in discussions with onshore audit team on process improvement, training & documentation review, etc.
- Managing trackers and data in Excel by applying look ups.
- Updating the line manager on the daily tracker for the completion of given tasks.
- During slack time supported various teams in production with good quality.

INDUSTRIAL TRAININGS PROJECT DETAILS

The Goa urban co-op. bank Ltd

Profit Maximisation

Duration: May 2012 July 2012 (3 Months)

- To know how bank mobilises savings and meeting the credit need of the customers.
- To find out the financial position of the bank by comparing its performances from past years.
- Develop and utilize spreadsheets, databases and other computer applications.
- Support the payment processing team, data entry, and Credit checks.
- Evaluate bank's profitability and forecast future performance.
- Assistance whenever required in the preparation of monthly or weekly financial reports.

EXTRA CURRICULAR ACHIEVEMENTS:

- Received an Award Eagle Eye for maintaining high quality consciousness and process orientation.
- Part of various committees during my tenure at PRGX India Pvt Ltd.
- Received letter of appreciation in inter college essay competition.
- Received letter of appreciation for attending National Service Scheme.
- Participated in managerial skills program.

SKILLS:

Accounting software Microsoft Dynamics NAV, Familiar with Tally ERP- 9, Citrix, MS Office- Word, Excel, Access, Outlook, Analytical, Leadership, Problem solver.

Date:

Place: Kingdom of Bahrain

Anupa Parulekar