

RESUME

JALPA SURYAKANT JOSHI

MBA [Finance] , SMU

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CAREER OBJECTIVE:

- ⇒ A result oriented professional with over 15+ years experience in the areas of **Accounts, Administration, Operations, Purchase, Sales, Store, Excise, Client servicing in the Insurance, Healthcare, Hotel, Jewellery, And Pharmaceutical Industry.**
- ⇒ Intend to build a career with leading corporate of hi-tech environment with committed & dedicated people, which will help me to explore myself fully and realize my potential as well to prove myself in the society as unique identity for my family and dependent. Willing to work as a key player in challenging & creative environment.

ACADEMICS CREDENTIALS :

- ⇒ **M.B.A. [Finance]** 78% from Sikkim Manipal University through Karrox centre of Technology and Management in the year 2012.
- ⇒ **Tax Administration** Course in 1st Grade from Raj Computer [Maharashtra Business Training Board] in the year 2011.
- ⇒ **B.A [Economics]** in 2nd Grade from Mumbai University through Mithibai College of Arts and Science in the year 1995.
- ⇒ **H.S.C** in 2nd Grade from Mumbai University through Mithibai College of Arts and Science in the year 1992.
- ⇒ **S. S. C** in 1st grade from Lions Juhu High School, Vile Parle, Mumbai.

Computer Literacy:

- ⇒ Basic Knowledge in MS Word, Excel, Power Point
- ⇒ Accounting Software - Tally ERP 9, Spectrum, Fact
- ⇒ Foxpro Programming from Sancom Computers

Skills :

- ⇒ Good Grasping Power, Good spoken and written communication skills
- ⇒ Strong presentation and negotiation skills
- ⇒ Confident, tact and a persuasive manner
- ⇒ Good organizational management skills
- ⇒ Good 'people skills', for working with a range of colleagues and clients
- ⇒ The ability to lead and motivate a team.
- ⇒ A professional manner
- ⇒ Good business sense and the ability to work to budgets.
- ⇒ Ability to work independent as well as with team, Good Leadership skill
- ⇒ Capable of handling Customer quires & escalating their views to senior for better service
- ⇒ Willing for learning new things& sound grasping power
- ⇒ Quality in deliverables as per standards set
- ⇒ Hard/Smart working & very Honest

CAREER HIGHLIGHTS:

Current

Organization :- **Maria Group, United Building Ceramics, Bahrain**
Designation :- Chief Accountant
Duration :- Since August 2019
Job Profile :- Handle all Account-Admin-Operation related work.
Handle purchase, Payables, Receivables, Inventories.
Prepare MIS Reports. Prepare VAT return.

Prior

Organization :- **Kotak Mahindra Bank**
Designation :- Activation Officer CMS - Mumbai Region
Duration :- December 2015 April 2019
Job Profile :- Handling customers queries.
To give the Demo of CMS.
Coordinate with PSM, RM for CMS.
To give training related to CMS.
Convert Inactive clients to Active.
Prepare MIS Reports

Organization :- **Sheetal Chhaya Investment Pvt Ltd.**
Designation :- Sr. Account, Admin-HR Executive,
Commercial Manager, Operation Executive.
Duration :- January 2010 - 15th December 2015
Job Profile :- Handling all day to day Routine work - Payment, Receipt, vouchers
Verify all accounting transactions, MIS report, Payroll.
Co-ordination with the banks for the O.D./CC facility for honoring cheques.
Handling other Admin related work & customer interaction.
Doing Internal Audit.
Finalization of accounts with Auditors and C.A.
Handle, Assist and to take report from all the Jr employee
Taxation, Following up with the consultant for timely payment of all tax and collection and to maintain all records for the taxation purpose.
Looking for proposals, quotations, co-ordination with clients, develop & maintain client database, Arrangement of exhibition etc.

Organization :- **Manpower Service India Pvt. Ltd , Andheri**
(Associate to Aditya Birla Minacs)
Designation :- Customer Support Executive [CSE]
Duration :- Dec' 08 to Dec'09
Job Profile :- Handling Customers Queries (Inbound Process)

Organization :- **Dhakkan Jewelers, Tylos Hotel (Bahrain- Gulf)**
Designation :- Accounts cum Admin cum Purchase Executive
Duration :- June' 06 to Dec' 06
Job Profile :- Maintaining book of accounts & Payroll
Handling Banking Transaction & Preparation of Bank Reconciliation
Maintaining Main cash & petty cash.
Vendor interaction for Best Quotes
Verification of daily Sales & Purchase transactions
Maintaining Stock Register
Handling other Admin related work & Customer interaction

Organization :- **Euphoria Healthcare Pvt. Ltd, Andheri**
 Designation :- Accounts-Admin-Purchase Executive, Asst.Operation-HR Executive
 Duration :- June' 02 to May' 06, Jan' 07 to Nov' 08
 Job Profile :- Maintaining book of accounts.
 Finalization of accounts with Auditors.
 Preparation of Bank Reconciliation.
 Maintaining of Main cash & petty cash.
 Preparation of MIS Reports i.e Receivables & Payable on Monthly Basis
 Vendor interaction for Best Quotes
 Verification of daily Sales & Purchase transactions
 Maintaining Stock Register
 Maintain & Verify Payroll
 Handling other Admin related work & Customer interaction

Organization :- **Aries Pharmaceuticals, Dahisar**
 Designation :- Accounts cum Office Assistant cum Excise Assistant
 Duration :- May' 95 to May' 02
 Job Profile :- Preparation of Invoice, Receipts & Payments and Accounts.
 Reconciliation of accounts (Debtors, Creditors & Bank).
 Vendor interaction for Best Quotes for procuring raw material
 Maintaining Accounts Book, Stock Register & Payroll & Costing sheet.
 Handling Banking Transaction & Preparation of Bank Reconciliation
 Agewise Analysis and following payments (Debtors & Creditors).
 Maintaining General Ledgers, Creditors & Debtors Ledgers.
 Preparation of MIS reports (Trial Balance, Cash & Fund Flow, P & L A/c & B/S Sheet etc.).
 Maintaining of Branch Accounts.
 Preparation & Maintaining of Statutory Reports (Leave Register, Salary Register, Labour Card, Gratuity, Leave Salary etc..)
 Co-ordination with the banks for the O.D Facility for honoring Cheques
 Assisting the auditor during Finalization of accounts.
 Vendor interaction for Best Quotes.
 Verification of daily Sales & Purchase transactions
 Handling other Admin related work & Customer interaction
 Handling Excise Related work [monthly return filling, maintaining excise Registers like RG 23, PLA]

PERSONAL INFORMATION:

Father's Name : Mr Suryakant J. Joshi
 Permanent Address : INDIA
 Passport No. : M3346886 DOE : 09/11/2024
 Driving Licence No. : 34530 - RTO-THANE
 Date of Birth : 23rd July, 1975
 Gender : Female
 Current CTC : 12 p.a
 Expected CTC : As per company Policy
 Language Known : English, Hindi, Gujarati, Marathi
 Hobbies & Interests : Traveling, listening to music, Reading, Playing Badminton, Carom.
 Location Preferred : Mumbai

Date :
 Place : Mumbai

(Ms.Jalpa Joshi)