

CAREER OBJECTIVE

- A challenging and responsible position to utilize and enhance my analytical skills required for making a mark in this competitive field
- Willing to work with my full potential, confidence and assuring for the best of my ability to work hard

ACADEMIC CREDENTIALS

Course	Institution	Percentage	Year of Passing
M.B.A (Finance)	Sikkim Manipal University-Distance Education	73.00	2012
B. Com	Mumbai University	52.00	2008
H.S.C.	Mumbai Board	61.00	2005
S.S.C.	Mumbai Board	64.00	2003

CORE COMPETENCY

Experience Summary: Thirteen years of overall experience in areas of:

- Depot In-charge & Supervisor
- Operations & Accounts
- Statutory regulations and compliances

Key skills & Competence:

- Handling administrative matters related to daily operations and business development
- Responsible for supervision and executing engagements in the areas of internal audits

MRF LIMITED.

Operational and Accounts Assistant

Duration: March, 2010 to Present

Independent handling of the below functions:

- Filing of TDS, TCS & Professional Tax return & monthly payments
- Handling day to day accounts, vendor's payment, petty cash and monthly bank reconciliation
- Filing of GST returns and GST payments with help of CA
- Taking orders from dealers as per business plan
- Invoice creation, processing transactions and payments, updating ledgers and budgets in SAP etc.
- Outstanding follow up with dealers
- Depot In-charge & Supervisor – Leading a team
- Respond to customer grievances, resolve issues aiming to customer claims, contentment and the preservation of the company's reputation.
- Supply Chain Management: -
 - Responsible for the movement of goods from manufactures and suppliers to the customer
 - Ensuring stores have enough stock
 - Monitoring stock level
 - Overseeing arrival of shipments etc.
- Forecasting procurement requirements, analyzing trends and preparations of multiple MIS to enable senior management for decision making and monitoring targets/variance
- Assisting in regulatory compliances (E way bill)
- Assisting with audits, fact checks and resolving discrepancies

CMC LIMITED
Office Executive.

Duration: JULY, 09 TO FEB, 10

Independent handling of the below functions:

- Demat account opening.
- KYC of account opening applications.
- Scanning and uploading of account opening applications.

STANDARD CHARTERED BANK
Office Executive.

Duration: SEPT, 08 TO JULY, 09

Independent handling of the below functions:

- Demat account opening.
- KYC of account opening applications.
- Scanning and uploading of account opening applications.
- Change of address, contact details etc.

SYSTEM PROFICIENCY

Working knowledge of MS Office- MS excel, MS word, internet applications and SAP

PERSONAL INFORMATION

- **Address:** Room No. 2, Koli Chawl No.3, G.K.Marg, Veer Santaji Lane, Lower Parel West, Mumbai-400013.
- **Date of Birth:** 09-02-1988
- **Marital Status:** Married
- **Languages Known:** English, Hindi, Marathi
- **Mother's Name:** Mrs. Vandana Surve
- **Father's Name:** Mr. Rajaram Surve

HOBBIES

- Listening to Music
- Sports enthusiast

DATE:

SIGNATURE