

Mrs. Poornima Patil

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JOB OBJECTIVE

Determined to be part of and to work as a key player in an organization that promotes professional development in technology with a high growth oriented organization of repute and which continuously helps to explore completely to identify the potential through continuous accumulation of knowledge.

ORGANISATIONAL EXPERIENCE

As an accountant in NAB Sankul

Work Profile:

- To maintain books of accounts on daily basis in Tally.
- Daily entry in tally including GST entry.
- To maintain inventory and stock.
- Generate e-way bills.
- TDS payment
- On time payments to vendors.
- To prepare reports.
- To ensure all the bills are paid properly and timely prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Finalization of accounts.

As a Senior Executive Datamatics Technology

Work profile:

1. Invoice processing In SAP
2. Payments through online.

As a team lead(medical coder) with Green Bills Technology Pvt. Ltd for 2.5yrs

Work profile:

- Medical Coding and billing for Radiology department in Different Diagnostic centres in USA (With ICD 10)
- Medical Coding and billing for Physiotherapy speciality for Doctors
- Client co-ordination and follow up with insurance Company regarding any issue.

Responsibilities:

- To finish the daily targeted assigned work
- Maintaining quality as well as quantity of work

As an Accounts Officer in BSR technologies PVT LTD

Work profile:

- Working on Tally.
 1. Import Invoice booking IR & MIRO, MIGO (custom duty &GRN Booking).
 2. Collected and checked C-Forms.
 3. Audited the purchase orders and goods receipts to ensure correct invoice payments.
 4. Maintain triplicate and duplicate Bill of Entry record.
 5. Issue of Debit note and credit note.
- E-filing.
- Filing of VAT, Excise.

As an accountant in CG Lucy switchgear pvt.ltd for 2.5yrs.

Work profile:

- Worked on SAP.
 6. Import Invoice booking IR & MIRO, MIGO (custom duty &GRN Booking).
 7. Collected and checked C-Forms
 8. Audited the purchase orders and goods receipts to ensure correct invoice payments.
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Internship From M/S Crompton Greeves for 3 years.

Work profile:

- Worked on SAP.
 1. Import Invoice booking IR & MIRO, MIGO (custom duty &GRN Booking).
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- Filing of VAT, Excise.

EDUCATION

2014	M.com from Pune University.
2011	B.com from Pune University.
2008	I.C.W.A.I (Foundation)
2007	H.S.C (Maharashtra State Board)
2005	I.C.S.E

IT SKILLS

Proficient in MSCIT, Windows OS & Internet Applications, Tally, NIT (I-sem)

PERSONAL DETAILS

Date of Birth : 18th June, 1989
Languages Known : English, Tamil, Hindi and Marathi