

Kalyan, Mumbai
Tel: +91-
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OBJECTIVES

To secure a position with a well-established organization with a stable environment that will lead to a lasting relationship along with a strong desire to learn and grow.

QUALIFICATION

- **MBA- Finance** from Institute of Chartered Financial Analysts of India – 2010
- **Bachelors of Commerce** from University of Mumbai – 2009
- **Diploma in CPO (PC operation)**, Financial & Accountancy Management and MS office (Excel, word, PowerPoint etc.) - 2006

EXPERIENCE

Roles & Responsibilities

IBIS INSTITUTE OF FITNESS
STUDIES
Mumbai

Currently Working from
Nov'2021

Role: Administration
Manager

- Assist in the counselling and virtual counselling across India.
- Supporting the Marketing Team in any call assistance required.
- Performing the documentation works and visa processing.
- Analyzing the attendance report on a daily basis submitted by the respective trainers and contact the absent learners if required .
- Collection of fees from students as per monthly basis and ensure that the installment dates agreed by the students are not missed at any cost
- Ensure the timely completion of the documentation works which are stipulated by our accreditation body.

KESAN LINGUISTIC SERVICES
PVT LTD
Mumbai

(Jul'2010 –May'2014)

Role: Proof Reader

Roles & Responsibilities

- Manage multiple assignments. Work in Excel, MS Word, and our content management system.
- Assisting in organizing and routing various projects through different departments by utilizing project management software.
- Make electronic corrections and rearrange text under established formats and styles.
- Work with product teams, technical writers and other proof readers to communicate project status, provide relevant feedback and ensure completion of projects.
- Clinical drug trial documentation – editing and compliance. Includes product information leaflets, study protocols, advertisement, informed consent documents, contracts, posters etc.

SAI SHRADHA SHIPPING
AGENCIES PVT LTD
Mumbai

(Jun'2009 – Jun'2010)

Role: Financial Accountant

Software: Tally

- Clinical documentation for International Pharmaceutical Companies such as – Johnson & Johnson, Pfizer, Novartis, Abbott Laboratories, Merck and others
- Language Quality Assurance services for several clients.
- Prioritize and manage workload in order to meet deadlines.

Roles & Responsibilities

- Handled all expense, petty cash & all other vouchers & their entries.
- Raising Invoices and purchase order as well as updating the same in the system and ensuring all accounting documentation.
- Handled MIS- for billing & receipts
- Updating the outstanding credit period of debtors and processing vendor's payment.
- Reconcile accounts receivables with client. (strength- 70%)
- Handled complaints and queries of the clients and resolution of the issues by coordinating with the regulatory authorities.
- Check and verify reports and accounting entries of source documents such as invoices or vouchers, debit and credit notes.
- Responsible for preparing TDS data and service tax working
- Preparing monthly bank reconciliation statement and reporting the same to the managers.
- Coordinate with banks and other outside service providers of the company.
- Managing Export-Import documentation and cash flow.

PERSONAL DOSSIER

Date of Birth: 18-Jul-1988

Nationality: Indian

Marital Status: Married

Languages Known:

1. English
2. Hindi
3. Malayalam
4. Marathi
5. Tamil

RINGU PRASHOBH
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