**CURRICULUM VITAE**

**Siddhika Gajanan Raorane**

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**CAREER OBJECTIVE:**

•To acquire proficiency and use my knowledge for the benefit of the industry.

•Seeking a challenging job which utilizes my skills and knowledge to the best

of my ability.

•Utilizing my full potential and experience in interpersonal skills.

**ACADEMIC PROFILE:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification** | **Name of College** | **Board** | **Year of passing** | **Percentage** |
| B.com | Nagindas Khandwala College | Mumbai | March 2011 | **73%** |
| HSC | B.S.G.D College | Maharashtra | Feb 2008 | **80%** |
| SSC | Esplanade High School | Maharashtra | March 2006 | **75%** |

**COMPUTER CERTIFICATION:**

•Maharashtra State Certificate in Information Technology **(MS-CIT)** and **Tally ERP 9**

•Certificate Course in Advanced Spreadsheet Program - 2013

• Proficient with Microsoft Word, Excel and PowerPoint.

•Typing Speed: 30 - 40 wpm

**WORK EXPERIENCE:**

**Organization**: TRU Group of Companies (Vile Parle)

**Designation** : Back office Executive

**Duration** : June 2019 till date.

**Responsibilities:**

1. Recovery of outstanding Payments.
2. Collection of TDS certificates from clients.
3. Lead Generation for Sales team and fixing up appointments.
4. Updating of CRM Portal.
5. Entries of Purchase/Sales and Petty cash in Tally ERP 9.

• **Organization**: Central Tyres Pvt Ltd (Vile Parle)

**Designation** : Back Office cum Billing Executive

**Duration** : September 2015 to Jan 2019.

**Responsibilities:**

1. Preparation of Challans and Invoices (Software FoxFro)

2. Preparing E - way bill

3. Payment follow up

4. Follow up with enquires

5. Preparing quotations

6. Transport Coordination.

7. Handling courier.

8. Maintaining Reports of daily invoices generation.

• **Organization**: Nidhi Automobile (Hero Authorized Service center)(Goregaon)

**Designation** : Office Assistant

**Duration** : Jan 2014 to June 2015.

**Responsibilities:**

1. Billing Executive (Software FA).
2. Cash Collection.
3. Telecalling.

• **Organization**: Mumbai Ion Exchange & Chemical Industries(Goregaon )

**Designation** : Accounts Assistant

**Duration** : August 2011 to Dec 2013.

**Responsibilities:**

1. Data Entry of Purchases/Sales in Tally 7.2 with VAT Details
2. Bank/ Cash/ Petty Cash Entries
3. Preparation of Invoices (Ms-word)

#### PERSONAL PROFILE:

**DATE OF BIRTH :**09thNovember, 1990

**MARITAL STATUS** **:**Single

**LANGUAGES KNOWN** :English, Marathi & Hindi

**NATIONALITY** : Indian

#### DECLARATION:

I hereby declare that all the information included herewith is true to my knowledge.

Place: Mumbai.

Date:

(Siddhika G. Roarane)