

RESUME

A/303, Swati Building
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RUSHIKESH K. KAMLI

Objective :- Seeking a Challenging and Growth oriented career to work with full confidence & Zeal.

PERSONAL INFORMATION

- **Fathers Name** : Kamalakant B. Kamli.
- **Date of Birth** : 20th Jan, 1981.
- **Marital Status** : Married
- **Nationality** : Indian
- **Languages Known** : English, Hindi, Marathi & Gujarati

EDUCATIONAL QUALIFICATION

- **H.S.C.** passed in March-1998 from Maharashtra State Board.
- **S.S.C.** passed in March-1996 from Maharashtra State Board.

TECHNICAL SKILLS

COMPUTERS :-

- Done Typing of the speed 30 w.p.m.
- Done 6 months Course in computer from NIIT Institute :- Word, Excel, Power Point, Access, Windows-2000, as well as Ms-Dos.

WORK EXPERIENCE

- Worked in **TCS (Tata Consultant Service)** as a representative of **Bells consultancy** as a assistance Since Feb'99 to Dec'00.

Nature Of Work:-

1. Auditing of UTI Certificate **UGS 2000 and UGS 10000.**
 2. Solved Queries of Certificate on day to day Activities.
 3. Edit Checking of Cheques Nos.
- Worked in **Kale Consultant Ltd.** in Sales Department for **Qatar Airways, Gulf-Air, Air-India** (From June 2001 to Sept. 2007)

Nature Of Work:-

1. Sales Processing and Auditing.
 2. Loading Sales Data On Regular Basis.
 3. Solving of Sales Errors.
 4. Doing Reconciliation for the Same.
 5. Solving Accounting Queries of LGR & LGF.
 6. Generating of RR Nos. for Sales, Refund & EBT Batches
 7. Creating Adhoc Returns for the Batches
 8. Ticket Entry as well as Tallying of Batches Monthwise as per priority.
 9. Reporting to the Senior Staff of the work on regular basis.
 10. Sorting of Tickets as well as TSR Documents Monthwise.
 11. Creating Adhoc Returns for the Batches.
 12. Performing Proper Q.C. before sending Monthly Reports to the Client.
- Worked in **(Sankalpan Infrastructure Pvt. Ltd.)** as a Senior Executive (From Oct'07 to May'10)

Nature of Work:-

1. Certifying the Bills of Vendors on day today Basis.
2. Making Bills Certificates as per purchase order term.
3. Issuing Cheques to Vendors.
4. Keeping Proper Update of Site-Expenses.
5. Co-ordination with Site-Incharge for Proper report of Site for Proper Documentation.
6. Making separate file for each project & showing it to our Departmental Head as per their requirement.

- Worked in **(Raychem RPG Pvt. Ltd.)** In Finance Department (From June'10 to Nov'13)

Nature of Work:-

- 1) Checking of Local Invoice's & making entry in Oracle system.
- 2) Making payment of suppliers on day today basis
- 3) Checking of Export documents before submitting it to the bank.
- 4) Proper updation of Invoice details for preparation of BRC.
- 5) Giving FIRC request to bank for settlement against advances.
- 6) Downloading of bank statements for passing remittance entries against export documents.
- 7) Daily updation of Invoice register for getting proper data against realization of invoices.
- 8) Co-ordination with EBU & EOU Department for smooth export process.

- Currently working in **(Sutherland Global Services)** as a Senior Associate in **PRA Passenger Revenue Accounting** Department for **Air Serbia** (From Nov'13 to Till date)

Nature of Work:-

- 1) BSP,ARC & Area office data processing.
- 2) Validating Batches & solving Temp error's on daily basis.
- 3) Doing Level1 & Level2 before closing Batches.
- 4) Updating queries and sending mails to client on daily basis.
- 5) Sending weekly progress report & montly progress report to client.
- 6) Checking credit card numbers from Amadeus & updating in Rapid.
- 7) Mapping of selling Locations.
- 8) Resolving proration errors on daily basis.
- 9) Currently using RAPID and AMADEOUS software and also having knowledge of REVELA LIVE and ORACLE.

HOBBIES

- Reading General Knowledge Books, Playing Cricket, etc.

Date :

Place: Mumbai

(Rushikesh K. Kamli.)