**Resume**

Mrs. Tripti Shailendra Parkar

E-mail: ish\_pari@yahoo.co.in

Contact Number: - 9833975427

**Professional Experience**:

* **Mahindra & Mahindra Ltd. (M&M)**.
* **Duration : Apr, 2001 to May, 2006**

As **Manager – MIS & Expenses Accounting** of the Farm Equipment Sector, Tractor Division at Kandivli.

* **Responsibilities:**
* Compliance to monthly financial reports- Corporate Accounts
* Adherence to Budget schedule – FES
* Adherence to Audit schedule
* NSS Audit
* Statutory Audit & Tax Audit
* Need based data support – FES
* Division-wise expenses report
* Working Capital Report
* Power-point presentations for the Head of the department
* Schedule Adherence for Performance Management System (Data availability, Validation, Issue resolution, timeliness, content, format, data, discrepancies, clarity)

**M/s Narendra Dighe & Associates**

Worked as free lancer

**Mapleton Technologies Pvt. Ltd.**

As an Accounts Officer

**M/s D.B.Ketkar & Co.**

Completed Articleship.

**Academic qualification**: B.com, A.C.A, ICWA(Inter)

**additional qualification :-**

* Diploma in Computer Application
* Knowledge of ERP- SAP as an end user

**Personal Details**:

Date of Birth : 25th November, 1973

Marital Status : Married

Gender Female

Correspondence Address : EMP64/301, Evershine Millenium Paradise,

Thakur Village, Kandivli (E)Mumbai - 400101

Languages Known : Marathi, Hindi and English

Nationality : Indian

**OTHER Details**:

* Language Pair: English to Marathi, English to Hindi, Hindi to Marathi, Marathi to Hindi
* Domain Expertise: Legal, Medical Healthcare, Marketing, Agriculture, Science, Religion, General,
* Daily Output: around 2000 words (depending on domain)
* Per English word Rates: INR 0.70/ Word
* Availability: 6 days a week flexible depending on project load

**DeCLARATION**:

I hereby declare that the above mentioned information is correct to the best of my knowledge.

Tripti Parkar.