**Ms. Poornima Pillai**

**Mobile:** +91- 7385480808 **~ E-Mail:** purnima.pillai07@gmail.com

**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**

**Presently working as an Accountant in New Red Lab Instrumention**

Work profile:

* Working on Tally.
* E-Way Bill preparation
* GST Sheet preparation.

**As a Senior Executive Datamatics Technology**

Work profile:

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

**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 a team lead(medical coder) with Green Bills Technology Pvt. Ltd for 1. 8yrs**

Work profile:

* Medical Coding and billing for Different Diagnostic centres in USA.
* Client co-ordination.

Responsibilities:

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

**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).
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.

**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