

Rachita Chilka (B.Com).

Apt. 202, Al Arman-12, Salah Al Din, Dubai, UAE.

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Professional Summary:

Detail-oriented and dedicated accounting professional with extensive experience in front office management, accounting, and office administration. Skilled in financial management, data entry, record maintenance, and reporting. Proficient in using accounting software such as Tally 9 and MS Excel to support office needs. Adaptable and excels in fast-paced environments with strong organizational and communication skills.

Education:

- B.Com, Y.C.Mou Nashik Board, Maharashtra, India: April 2009
- H.S.C., Pragathi College, Borivali, Maharashtra, India: April 2006
- S.S.C., Malad Secondary School, Maharashtra, India: April 2004

Skills:

- ✓ **Accounting Software Proficiency:** Tally 9, MS Excel, ERP.
- ✓ **Financial Reporting and Analysis:** Preparation of financial statements, reconciliation of accounts, budget monitoring
- ✓ **Record Keeping and Documentation:** Meticulous maintenance of financial records and documentation
- ✓ **Customer and Client Relations:** Effective communication and service delivery
- ✓ **Problem Solving and Analytical Skills:** Ability to identify financial discrepancies and provide solutions
- ✓ **Time Management and Multitasking:** Efficiently manage multiple tasks and meet deadlines
- ✓ **Real Estate :** Contract A & Contract F from Dubai Broken Website
- ✓ **Language :** English, Hindi, Marathi, Telugu & Gujrathi.

Sapient Homes Properties LLC, Dubai : Admin & Accountant: Jul.2024 – Working

- Managed Tenancy Contract, Making Contract A & F
- Making Remind For Tenancy Contract Renewal with Agent.
Managed financial records and performed accounting tasks using Tally 9 (Comission, BRS, Payment, Petty Cash & Salarys.)

Leo Global Services, Nizamabad, Hyderabad, India: Front Office Head & Accountant: Jan.'22 – Feb.'24

- Managed financial records and performed accounting tasks using Tally 9, ensuring accuracy and compliance with financial standards.
- Conducted financial analysis and prepared reports on the financial status of various departments.
- Supervised visitor reception and front desk operations, enhancing customer satisfaction and service delivery.

- Coordinated admissions processes and handled documentation for student enrolment, utilizing My School Board App for efficient management.
- Managed internal and external communications, ensuring effective information flow and correspondence.
- Oversaw inventory management and office supplies, ensuring efficient resource utilization.

Meluha International School, Hyderabad, India: Front Office Head & Accountant: Aug.'20 – Dec.'21

- Led front office operations and accounting tasks, ensuring smooth administration and financial management.
- Maintained accurate records and processed transactions, providing financial insights to support decision-making.

F2 Drive In, Nizamabad, India: Admin, Front Office Head & Accountant: Jun.'19 – Jul.'20

- Managed administrative and accounting functions, supporting operational efficiency and customer service excellence.
- Assisted in budget preparation and financial planning, contributing to strategic business growth.

Amol Houseware Pvt. Ltd, Modular Kitchen Company, Hyderabad, India: Admin, Front Office Head & Accountant: Sept.'16 – Oct.'18.

- Administered front office and accounting tasks, maintaining client relations and supporting business operations.
- Prepared financial reports and managed cash flow, ensuring fiscal responsibility and transparency.

Emitech Technical Services LLC, UAE. Accountant: Mar. '15 – Mar.'16

- Handled financial reporting, cash management, and reconciliations, ensuring accurate and timely financial data.
- Collaborated with teams to improve financial processes and enhance overall operational efficiency.

S.K. Oswal Polymers, Hyderabad, India: Junior Accountant: Mar.'10 – Apr.'14

- Assisted in financial operations and accounting duties, supporting the finance team in achieving organizational objectives.