

WORK EXPERIENCE

Manager – Finance, Administration and Export Jul 2024 – Present
Highfield Botanicals Pvt, Ltd., Nashik

- Manage end-to-end financial operations, including reconciliations, financial reporting, ledger scrutiny, and preparation of financial statements, ensuring accuracy and regulatory compliance.
- Support statutory audits by maintaining financial records and coordinating documentation, contributing to timely and successful audit completion with * major observations.
- Oversee export operations across * countries, managing export documentation, logistics coordination, shipment processing, and customer requirements to ensure seamless order execution.
- Coordinate with banking partners for forex settlements, inward remittances, and trade-related transactions, facilitating efficient management of international payments valued at approximately *.
- Monitor and reconcile financial transactions, ensuring timely closure of accounts and supporting accurate month-end and year-end reporting.
- Handle HR and administrative operations, including employee onboarding, documentation, attendance records, policy administration, and day-to-day employee coordination.

Finance Intern - Accounts Receivables Department Aug 2023 – Oct 2023
SI Fintech Private Limited, Pune

- Processed and tracked customer payments amounting to approximately ₹* while ensuring accurate recording of financial transactions.
- Performed reconciliation of *+ customer accounts and ledger entries, supporting accurate receivables management.
- Identified and resolved account discrepancies through detailed review of transaction records and supporting documentation.

EDUCATION

MBA in Financial Management - 72.13 % 2022–2024
Neville Wadia Institute of Management Studies and Research, Pune

Bachelor of Commerce (B.Com) - 9.04 CGPA 2019–2022
LBRD Arts & Commerce Mahila Mahavidyalaya, Nashik

Higher Secondary Certificate (HSC) - 84.31 % 2017 - 2019
B.Y.K College of Commerce, Nashik

Secondary School Certificate (SSC) - 94.40 % 2017
New Era English School, Nashik

CERTIFICATIONS

- Foundation Course in Japanese - Level 1 | Level 2 (Savitribai Phule Pune University)
 - Japanese Language Proficiency Test (JLPT) – N5
 - GST Accounts Assistant | Grade A
 - ICITSS - IT Training | Orientation Course (Institute of Chartered Accountants of India)
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INTERNATIONAL EXPOSURE

PMFAI International Exhibition – DUBAI

2026

Represented the organization and gained exposure to international business practices, export markets, industry networking, and global trade trends.