RESUME



**Anandi** **ANANDI.142012@2freemail.com**

**PROFESSIONAL OBJECTIVE**

To utilize my knowledge and skills to achieve in the best of my potential in Accounts and Finance with a progressive organization of repute.

**WORK EXPERIENCE**

**Cine1 Studios Pvt. Ltd. (Andheri)-Mumbai, India From May’ 2013**

**Designation : Assitant Accountant To 'Dec' 2013**

**Key Responsibilities:**

 1. Day to Day Accounting of cash and bank payments and receipts

 2. Payment release - Cheques preparation or online payments

 3. Checking of invoices, bills, coordinating for vendor payments and

 maintaining petty cash

 4. Entry of Day to Day Transaction in TallyERP9

 5.TDS work

 6. Ledger re conciliation, Salary calculations and destribution

 7. Bank Reconciliaitons

 8. Pass various type accounting entries likeJournal, Contra, Payment, Receipt.

 9. Purchase & Expense Bill Entry

**M.M.Hospital (Borivali)-Mumbai, India Oct’2010 to Aug’ 2011**

**Designation:Assitant Accountant**

**Key Responsibilities:**

**1.** Making all types of company Bills which includes computerized and Handwritten

**2**. Preparing a Bank Reconciliation

3. Maiantain a Books of Accounts which are as follows:

 A. Purchase Book

 B. Petty Cash Book

C. Ledger Book

 4. Maintaining accounts related documents

 5. Preparing Cheques & Payment Entry

**Star Jewel-Mumbai, India March’2009 to Sept’2010**

**Designation: Junior Accountant**

**Key Responsibilities:**

 1. Making accounts books:

 Sales Book, Purchase Book, Petty cash Book

 2. Preparing Sales invoices and cash vochers

 3. Handling petty cash

 4. Visiting Bank for Latest Statements and updates for Deposit & Withdrawals

 ( Company Account )

 5. Checking Cash entries and cross checking with bank statements.

 6. Checking staff reimbursements and processing monthly salaries

**Indosonic Instrument-Mumbai, India Jan’2008 to March’2009**

**Designation: Associate Accountant**

**Key Responsibilities:**

 1. Preparing invoices

 2. Maintaining, and recording of all types of bills in Computerised system

 3. Data entry and book keeping

 4. Prepares payments by verifying documentation, and requesting disbursements.

**Academic Projects**

1 **Detail of Qualifications**

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| --- | --- | --- | --- | --- |
| **Qualifications** | **University/Board** | **Passing Year** | **Percentage** | **Class** |
| S.S.C | Maharashtra Board | March 2004 | 50% | Second |
| H.S.C | Mumbai | March 2006 | 51% | Second |
| T.Y.B.COM | Mumbai | March 2013 | passed | First |

**Professional Qualifications**

**Operating System**  : Microsoft Windows (95 / 98 / 2000 / Me / NT /XP)

**Front- End**                  : Tally 9.0 Advance

**Application Software** : Microsoft Office, Microsoft Word, Microsoft Excel

 **HOBBIES & INTERESTS**

 Listening Songs

 Mobile Gadgets

**PERSONAL DETAILS**

 Date of Birth : 19th Sept’1988

 Marital Status : Married

 Language Known : English, Hindi, Marathi, Awadhi.