**Admin cum Accountant**

**Sharal**

**Email :** **sharal.249193@2freemail.com**

**Languages:**

*English, Hindi.*

**Skills:**

*Expert in:*

*MS Office (Word, Excel, Power*

*Point, Internet Explorer and*

*Outlook)*

*Tally/Peachtree/daceasy*

*Good Interpersonal Skills /*

*/Decision-Making*

**Education:**

***BACHELOR OF COMMERCE –*** *ST.*

*Agnes College Mangalore*

***VISA STATUS*** *: Visit visa valid till*

*December 17*

**Passport Details**

Date of Issue : 20/03/2013

Date of Expiry: 26/03/2023

Place of Issue : Mangalore

**Personal Details:**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| *Date of birth* | : | *August 1990* |
| *Marital status* : | *Single* |
| *Nationality* | : | *Indian* |
| Sex | : Female |
| Religion | : Roman Catholic |
|  |  |  |

**PROFESSIONAL EXPERIENCE:**

**Worked in NISD institute as admin for the year 2013-2015. Responsibilities Handling:**

* Uploading of E-Forms.
* Preparing and Filing of Annual returns.
* Applying of DIN & DSC
* Preparation of Search Reports.
* Trade Mark Registration
* Coordinating with clients
* Responding to mails.
* Answering Calls.
* Drafting letters
* Checking trade mark status
* Checking e-forms status
* Registering DSC in MCA site**.**
* Resourcing of candidates and appropriately advertising for and recruiting.
* Managing payroll and other tasks relating to staff wages.
* Updating databases with confidential and relevant
* Information Coordinating and communicating activities for the Office, including all.
* Updating databases with confidential and relevant information.

**Worked as an assistant accountant in dew drops for the year 2012-2013**

**Responsibilities**

* Main Responsibilities :( As an Junior accountant)
* Reconciliation of Bank accounts.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **** | File correspondence and other records. | **–** |  |  |
| **** | Handles incoming/outgoing transactions of cash | petty cash, time |  |
| deposit and other bank transactions |  |  |

* Preparation of vouchers and cheque for all the payments. Maintain general journal, cash receipts and cash disbursements journal, and analysis of accounts

* Posting Invoice data in system.
* Daily accounting transactions such as creating & posting vouchers.
* Posting all necessary entries.
* Handle & maintain accounts up to finalization
* Receiving/Making phone calls
* Responding to emails
* General office upkeep
* Dealing with customers and suppliers queries
* Attending guests (clients).

**DECLARATION:** I hereby declare that the information above is true to the bestof my knowledge.

Date:

Place: Dubai