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|  *D:\Varsha doc\1 copy...jpg* **Areas Of Expertise*** Finance & Accounting
* Inventory Mgmt
* Process & Organizational Improvement
* Financial Statement Analysis
* Statutory Compliance
* Team Leadership

**Academic Record*** B.Com (Accounts)2007**.**

**IT Skills & Software*** Tally ERP9
* Quick Books
* MS Excel & Word
* Power Point

**Professional Qualification:*** M.B.A (Finance) 2013
* Pursuing Company Secretary (Executive)
* Pursuing M.Com (part 2)
* NIIT- CS Course
* Certified course in Import & Export (Foreign Trade)
 |  |  **ACCOUNTING PROFESSIONAL****04.1 Years of Financial accounting, Admin & Assistant Company Secretary .** * Proactive Account Assistant with proven experience of 03.9 years in Finance and Administration, and 3 months as Asst. Company Secretary in India.
* A team builder and decision maker who excels at managing multiple activities..
* Skilled in leading team in an effective way toward attain the objectives and targets set out buy the management.
* Pragmatic, with proven managerial acumen and abilities to withstand work pressures, deliver assignments within specified time frame without compromising on quality benchmarks

Functional Skills**Finance & Accounts:*** Overseeing preparation of statutory books of Accounts, Bank Reconciliation.
* Handling financial statements including Trial Balance, Profit & Loss A/c, Age-Wise Accounts Payables and Receivables Statements and Balance Sheets.
* Monitoring day to day bank transactions, bank reconciliation, inventory reconciliation, inventory management, invoicing and periodical bank submissions.
* Ensuring financial closure of Accounts in a timely manner.
* Reviewing existing processes and defining new processes where required; ensuring that no audit queries were raised in the yearly audit.

**Budgeting & MIS:*** To assist in Formulating annual budgets.
* Preparing the MIS reports, Cash & Fund Flow Statement, Balance Sheet, and other financial reports to keep a track of financial performance.

**Admin And HR activities:*** Deals all admin jobs in company
* Handle all related activities for hiring the staff
* Manage all administrative function of the organization as assigned by the management.
* Ensuring adherence to systems and processes.
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***PROFESSIONAL EXPERIENCE***

**MYA Accounting and Book Keeping:**

**Accountant, (Nov2014 to Mar 2015)**

MYA Accounting and Book Keeping is a Chartered Accountant firm, incorporated by Indian Chartered Accountant. The firm engage in 1) Accounting Division ( Accounts outsourcing division) 2) Audit Division 3) Management Consultancy Division 4) Company Formation Division 5) Financial consultancy division.

Initially was on deputation at client **M/s Reliable International Trading LLC, Dubai**, and was responsible for:

* Establish new accounting software for all 4 companies of M/s. Reliable International Trading LLC
* Record all previous years transaction from Access to Tally
* Set new and well organized accounting system.
* Clear all (2 years) backlogs of all companies by entering entries under proper heads of accounts.
* Maintain cheque book.
* Maintain day to day accounts of company.
* Maintaining and reconciling the all bank statements.
* Closing of accounts.

**Royal India Shipping Company**

 **Account Assistant ,April 2011 to Sept 2014)**

Royal India is most dynamic and forward looking group providing logistic solutions, transportation and comprehensive service related to cargo movement.

* Daily, Weekly &Monthly Clients A/c Reconciliation Bank reconciliation. Maintains the various ledger accounts including reconciliation of the general ledger, revenue accounts, expenditures, and cash balances.
* Maintaining and reconciling the all ledger account of clients and suppliers.
* Issue invoices to customers as per contracts and jobs on daily basis and follow ups.
* Prepare payroll of all staff.
* Reconciliation on regular basis debtors& creditors accounts balances and follow-up for recovery of funds from customers to keep a healthy cash flow.

**ACCOUNTS PAYABLE – AP**

* Process all purchases (supplier’s invoices) and refunds (debit notes).
* Reconcile supplier accounts and resolve differences on monthly basis...
* Deal with supplier account queries via telephone, email and fax and resolve queries promptly     .
* Assist with purchasing, cash management and budgeting.

**ACCOUNTS RECEIAVBLES – AR**

* Issuance of customers invoices as per contracts and jobs completion.
* Ensure the strict confidentiality and privacy of financial records as they relate to the organization and its

Customers.

**HR/Admin:**

* Responsible for hiring staff, promoting employees welfare role with the company, engage actively recruitment & staff training.
* Recommends selection of staff; trains staff in work procedures, recommends discipline as required.
* Assisted with new employee’s orientation.
* Ensured that human resource files & record are maintained in accordance legal requirement and company policies & procedures.
* Completed monthly & yearly end reports regarding terminations & new hires.

**Asst. Company Secretary, (Sept 2008 to Nov 2008)**

**Shantilal Dand & Co:**

Shantilal Dand Practicing CS Firm is Company Law Consultant Merger Amalgamation Liquidation Incorporation Incorporating a company Minutes Approvals from Ministry of Corporate Affairs.

I was responsible for the following major activities

* Annual Filing

Form 23AC, 23ACA, 20B

(Of Approx. 25 Companies)

* Incorporation of One Company.
* Filling form 23B.
* Daily visit to ROC for approval of forms filled On-Line.
* Prepare DIN (Directors Identification Number).
* Prepare DSC.
* Maintenance of records and filing of acknowledgements of all other documents.

**Personal Information**

* Nationality : India
* Marital Status :Married
* Visa Status :Husband Sponsored Visa
* Languages :Hindi, Marathi, English

**The End**