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|  | Reshma Reshma.297646@2freemail.com  |
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|  **CAREER OBJECTIVE** |
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| To utilize my knowledge, skills in meeting the challenging demands of the organization & ultimately contribute effectively to achieve organizational goals.  |
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| **ACADEMICS DETAILS** |
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| **Course** | **Year** | **Percentage** | **University/Board** |
| T.Y. B. Com | April-2007 | 50% | Mumbai |
| H.S.C | February, 2004 | 58.26% | Maharashtra |
| S.S.C | March, 2002 | 68% | Maharashtra |

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| **Technical Qualification** |
| * Completed Computer Management from Cat Education, Bhandup Ms-CIT (MS-Word, Excel, Power Point), Tally (Version – 6.3,7.2 & 9).
* Examination Passed for Typing in English with 30 W.P.M

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| **SYNOPSIS** |

* Total 8 years of experience in Accounts.

 * Recently worked with **Parekh Sharma & Associates, Chartered Accountants** as Accountant.
* Possess good communication, interpersonal and analytical skills with the ability to work under pressure and hectic schedules.
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| **WORK EXPERIENCE** |
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| **Parekh Sharma & Associates (Chartered Accountant) (January, 2014 – November 20, 2016)****Senior Executive (Accounts)** **Job profile :** * Using automated accounting systems for data input and to obtain reports.
* Preparing and sending the invoices of professional fees.
* Responsible for maintaining accounting ledgers and performed account reconciliation.
* To maintain the status of funds.
* Preparing and filing Profession Tax, Service Tax and Income Tax Returns
* Preparing and filing VAT Return, CST Return, e-CST Application, Profession Tax Returns pf clients.
* Data compiling and filing TDS Returns of Firm and clients
* To process accounting transactions.
* Responsible for expenditure and collection transactions.
* To train the junior accounting clerks.
* To maintain records of payment information.
* Managing vendor accounts, generating weekly on demand cheques.
* Handling payroll of employees’.
* Maintaining track record of Firm’s expenses.
* Finalization and preparation of financials of the Firm.
* Assisted In carrying out Firm’s Tax Audit.
* Handling Internal Audits at client place

**Creative Lifestyles Private Limited (September, 2009 to December, 2013)****Account Assistant****Job profile :** * Preparation of monthly accounting records of Purchase/Sales, Payments & Receipts
* Experience to take independent charge of maintenance of Accounts Preparation of Bills & Payments
* Maintaining Bank Book, Cash Book & Petty Cash on regular basis.
* Preparing Outstanding of Debtors & Creditors.
* Preparing Reconciliation of sales with VAT & CST Return filed
* Preparing Bank Reconciliation Statements.
* Updating Invoicing & Billing.
* Handling monthly Tax Payment (TDS, VAT, Service Tax, and Excise Duty).

**Integrated Business Express Pvt. Ltd. (July, 2008 – September, 2009)****Account Assistant** **Job profile :** * Making Bank Payment and cash deposit entries
* To Maintain cash transaction for cash balance (Petty cash Expenses like staff welfare/salaries of employees)
* Handling Petty Cash
* Bank Reconciliation.
* Preparing and Issuing of cheques.
* Handling Customer related queries, for the payments & solving their problems
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| **PERSONAL DETAILS** |
| Date of Birth : - 18th February 1987Languages Known : - English, Hindi and MarathiSex : - FemaleReligion : - HinduNationality : - IndianMarital Status : - Married |

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| **STRENGTH AND SKILLS** |

* Quick Learner and ability to handle responsibilities with ease and Confidence.
* Believe in my abilities and myself.
* Natural flare for interacting and building relations.
* Tendency to work under stressful situations while remaining focused.

The above information, to the best of my knowledge, is correct and true.