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|  | Reshma  [Reshma.297646@2freemail.com](mailto: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 | | | |
| **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  |  | | --- | | **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. | | |
| **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 | | |
| **PERSONAL DETAILS** | | |
| Date of Birth : - 18th February 1987  Languages Known : - English, Hindi and Marathi  Sex : - Female  Religion : - Hindu  Nationality : - Indian  Marital 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.