****

**RESHMA**

C/o-Phone +971504973598

E-mail: [reshma.342098@2freemail.com](mailto:reshma.342098@2freemail.com)

**Objective**

To associate with an organization that provides career growth, challenging assignments and continuous learning environment.

|  |  |  |
| --- | --- | --- |
| EDUCATIONAL QUALIFICATION: | | |
|  |  |  |
| **Post-Graduation** | **:** | **M.COM (Master of Commerce**)  SIES College, Nerul,Navimumbai  University: Mumbai University  Group: **Commerce**  Year- 2012-2013 |
| **Graduation** | **:** | **B.COM (Bachelor of Commerce)**  SIES College, Nerul,Navimumbai  University: Mumbai University  Group: **Commerce**  Year- 2010-2011 |
| Higher Secondary | **:** | **Higher Secondary Certificate (H.S.C)**  Tilak Junior College,  Seawooods,Navimumbai  Board: Maharashtra state Board of Secondary  And Higher Secondary Education Pune  Group: commerce  Year- 2007-2008 |
| Secondary School | **:** | **Secondary School Certificate (S.S.C)**  St.Augustine’s High School  Nerul,Navi Mumbai.  Board: Maharashtra state Board Of Secondary  And Higher Secondary Education Pune  Year- 2004 – 2005 |

**ADDITIONAL QUALIFICATION:**

* Trained and Certified in Ground Staff Service at Avalon Aviation Academy{vashi}
* Basic Course in Computer.(Microsoft word, Microsoft Excel)
* Trained and Certified in Professional Skill Development at SIES College, Nerul
* 4 months experience in Insurance Field as Customer Service Executive

|  |  |  |
| --- | --- | --- |
| **WORK EXPERIENCE:** | | |
| **Company Name** | **:** | **DATTKRUPA ASSOCIATE** |
| Working Address | : | Office no-02,Sai Darshan Chs, Plot No-B 36,Sewoods,  Navi Mumbai-400706 |
| Designation | : | Assistant Accountant |
| Duration | : | 10th Jan,2014 to 10th Dec,2016 |
| Responsibilities | : | 1. Protects organization's value by keeping information confidential 2. To Provide Corporate Accounting Services, Audit & Assurance Services. 3. To Provide Audit Reporting & Book Keeping, Co-operative Housing Society Process Outsourcing, Co-operative Society Formation & Registration. 4. Proper guidance to be given to newly registered society on how to calculate and impose to members like Maintenance Charges, Sinking Fund, Repairs Fund, Parking Charges, Interest on Arrears etc. and what all files and what all files & registers are to be maintained. 5. Regularizing Transfer /Subletting of Flats. 6. Prepare Receipts & Payments Statement & Income & Expenditure Accounts for processing Co-Operative year as at 31st of March, 2016 before 15th May. 7. Submit Copies of Statements of Accounts To the Jt. Registrar, C.S.(CIDCO) and Auditor of the Society by May 31. 8. If time schedule is not likely to be adhered to apply for the finalization of Accounts Before May 15, with a copy Management Committee resolution, justifying Extension of time to the Deputy Registrar / Asst. Registrar of the ward. 9. Hold Annual General Meeting of the Society On or Before August 14 10. Prepare Computerized Billing, Computerized Accounting, Internal Auditing(for Compliance),Yearly Statutory Auditing, Statutory Record Keeping. |

|  |  |  |
| --- | --- | --- |
| PERSONAL INFORMATION: | | |
| Date of Birth | : | 01st May 1991 |
| Place of Birth | : | Mumbai |
| Sex | : | Female |
| Nationality | : | Indian |
| **Marital Status:** | : | Married |
| Language | : | English, Hindi Tamil and Marathi |
| Religion | : | Islam |
| Visa Status | : | Visit Visa |
|  |  |  |

**DECLARATION:** I hereby declare that the details furnished above are true to the best of my knowledge.