**DEBORSHI**

**C/o-m:** +971504973598

**email:** deborshi.343472@2freemail.com

**WORK EXPERIENCE:**

**Apparel Group (FZCO)**

Accounts Assistant Receivable and Payable.

**Dec, 2011 - present**

**Job Profile:-**

* Daily Sales Reconciliation.
* Invoicing creation.
* Gift vouchers reconciliation.
* Booking of Expenses & Reconciliation.
* Bank Reconciliation.
* Banking & Cash Management.
* Checking of Bills
* Review expense reports and cash advances
* Vendor Payment.
* Day end reporting.
* Month End Reporting
* Auditing support.
* Post and maintain accounting documents in the database

**MRF Ltd., Ranchi District office**

Aug, 2009 – Nov, 2011

**Senior Account Assistant**

* Sales Tax.
* LIFO & FIFO maintaining in stocks,
* Invoicing
* Dispatch
* Responsible to review slow or non-working items
* Bank Reconciliation
* Day end reporting to R.O.
* Month End Reporting
* Banking & Cash Management.
* Checking of Bills
* Auditing
* Tata Motors ( Accounts Receivable) & Supply
* Customer Care.

**Amway India Enterprises Pvt. Ltd., Jamshedpur**

Jan, 2007 - July, 2009

**DCS Executive (Distributor customer service).**

* Auditing
* LIFO & FIFO maintaining in stocks
* Invoicing
* Dispatch of finished goods
* Responsible to review slow or non-working items
* Bank Reconciliation statement
* Day end reporting to R.O.
* Month End Reporting
* Banking & Cash
* Checking of Bills
* Sales Tax

**Rameswaram Construction Company, Ranchi**

Dec, 2005 - Dec, 2006

**Assistant Accountant**

* Fund flow & Cash flow Statement,
* Analysis of Debtors & Creditors ledger
* Bill checking & Clearance of Payment
* Banking & Cash
* Preparation of Bank & Goods Reconciliation.
* Sales Tax.

**State Institute of Rural Development {SIRD}, Ranchi**

Sept, 2004 - Dec, 2005

**Computer Accountant**

* Petty Cash
* Banking
* Bill Checking
* Reports Generation
* Stock Maintenance
* Sales Tax

**EDUCATION QALIFICATION :**

**B.Com (Accounts Honors)**

Ranchi University, 2004

**Complete GDCA** (Graduate Diploma in Computer Application)

**Technical Qualification:**

**Operating System :** MS Dos, Win 98, Win XP

**Technical Skills :** Office 2000

Oracle Fusion

Experiencein Lotus -1.2.3, Word star & SAP

Accounting Environment, Navision by Microsoft

IDS (Accounting Package), & AS 400

Proficient in excel spreadsheets.

**PERSONAL DETAILS:**

**Nationality :** Indian

**DOB :** 29th July, 1982

**Language known :** English, Hindi, Bengali

**Current salary :**  5000 AED (Net Salary) last drawn

**DECLARATION:**

I declare that all the above particulars mentioned in these curriculum vitae are true and correct to the best of my knowledge