## Career Objectives

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| --- |
| An ambitious, enthusiastic and talented with a keen eye for detail and fair for accounts. I am interested to do work in good environment. I believe in the philosophy of team building and adding value to my role in the organization. |

## Skill Summary

* Experience of 2.5 years as Account Executivewith Nissan motor India PvtLtd,India.
* Experience of 7monthsas General Accountantwith Renault Haldwani, Uttarakhand.
* Working knowledge of Tally ERP accounting packages.
* Sound computer skills in MS office applications like Microsoft Word, Excel, PowerPoint.

## Professional Experience

|  |  |  |  |
| --- | --- | --- | --- |
| **The Position** | **The Company** | **Report to the** | **The Period** |
| **Account Executive** | **Nissan motor India Pvt Ltd** | Director | From May 14 to till Date |
| General Accountant | Renault Haldwani | Dept. Head | Sept 13 to March 14 |

## Work Experience

**Job Profile:**

1. **Worked as an Account Executive in Nissan motor India Pvt Ltd-Uttarakhand (From May 2014 to till Now)**

* Handling Creditor’s & Debtor’s Accounts.
* Booking Monthly Expenses
* Maintaining Supporting
* Monthly Reconciliation with 3rd party Statement
* Follow up with Creditors& Debtors
* Preparing Monthly Bank Payment And Bank Receipts
* Yearly Reconciliation with Creditors& Debtors Statement for Audit Purpose…
* Handling Journal Voucher Booking
* Preparing All Journal Entries in the Systems
* Maintaining JV Supporting
* Warranty Service Records & booking
* Yearly Clearance of Creditors Accounts - Such as any pending Expense to be booked like Expense to be booked against Advance Payment, Prepaid Expenses, PDC Entry, Assets Booking, Provision for expenses, Transfer Entries etc.
* Monthly Bank Reconciliation
* Preparing & maintaining Monthly Bank Reconciliation
* Also Reconciled All differences appear in Monthly BRS
* Handling Petty Cash.
* Preparing Petty Cash Voucher
* Maintaining Records of voucher
* Distribution of Petty Cash
* Booking of Petty Cash Voucher in the system
* Stock Checking
* Checking Stock of vehicle & Spare parts
* Physical Verification of Stock
* And updating of Record
* Salary
* Preparation of Salary sheet
* Calculation – Deduction, Loan, Increment etc.
* Distribution of Salary

1. **Worked as a General Accountant in RenaultHaldwaniLtd -Uttarakhand (From Sept 2013 to March 2014)**

* Booking & Record Maintenance of all type of Expense Voucher In TALLY
* Booking & Record Maintenance of all type of Journal Voucher in TALLY
* Handling of Petty Cash
* Maintaining Monthly & Daily Report like Cash Report, Stock Report etc.

## Strengths / interest

* Ability to be pro-active in changing environment and Technology
* Ability to work under Pressure
* Belief in challenging assignments, smart work and honesty
* Proven work experience
* Time management

## Educational Details

|  |  |  |
| --- | --- | --- |
| **Year** | **Degree/Certificate** | **Institution** |
| 2013 | MBA | SLSET Group Of Institute, Dehradun |
| 2011 | M.COM | Kumaun University, Nainital |
| 2009 | B.COM | Kumaun University, Nainital |
| 2006 | Higher Secondary Exam | U.A. Board |

## Personal Data

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| Name | Divya |
| Date of Birth | 25thMay, 1987 |
| Nationality | Indian |
| Languages Known | English, Hindi. |
| Marital Status | Married |

## Reference

Available when required.