**CURRICULUM VITAE**



Manisha

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**B.Com, LLB**

**Objective:**

I am seeking a challenging position in a reputed organization that offers ample prospects for

the growth and to provide me exposure thereby enabling me to contribute to my organization. Willing to integrate into a distinctive culture built on quality trust & superior specialist’s skill that breeds success & encourages long-term relationships.

**Personal Profile:**

A hard working, well-organized, result-oriented profession with over 6 years of experience in Accounting.Highly motivated, focused, self-disciplined and adept at assessing customer needs and offering creative solution.Solid team skills, resulting in strong alliances with colleagues & management.

**SYNOPSIS**

* A competent professional with over 6 yearsof experience in Retail Industry. Currently associated with Apparel Group as a Group Accountant (Asst.)
* Experience in Computerized Accounting for 6 years.
* Skilled at planning & scheduling work, Identifying & solving problems/ conflicts, making decisions and weighing risks are the strength areas.

**ORGANISATION DETAILS**

**Apparel Group of Companies:**A leading retailer with more than 55 brands under its portfolio from USA, Canada, Europe, Australia & Far East. The company has more than 1100 stores in different parts of the world Viz UAE, Jordan, Saudi Arabia, Kuwait, Doha, Bahrain, Oman, Poland, Russia, Thailand, India, Singapore & Malaysia.

**CAREER PROFILE**

1. **Company : Apparel Group of Companies**

**Designation**: Assistant Accountant(Group)

**Duration**

July’2010 to Present

**Major Responsibilities**

* Preparing Monthly Sales Register for Management.
* Cash reconciliation of daily cash sales, Credit Card proceeds entries posting and reconciliation with Credit Card sales posted (Main brands includes Skechers, LavienRose, Juicy Couture etc)
* Booking and verification of petty cash expenses and reconciliation
* Booking all expenses and entering payment vouchers using Oracle/Navision Acct. Package
* Analysis & making monthly provision for expenses for all routine expenses, for e.grent, trade licenses, Utilities etc.

1. **Previous Company Experience:Shradha Primary School, India**

**Designation**: Office Co-ordinator

**Duration:**

July 2003 to July 2009

**Major Responsibilities**

* Responsible administrator for 2 schools.
* Responsible for creating payrolls of school staff and Accounts.
* Follow up and organize inventory for all the school using equipments.
* Responsible for making all system and procedure for the registration process.
* Taking care of all accounts of vendors and staff.

#### **Academic Qualification:**

* L.L.B. from Saurashtra University.
* Bachelors in Commerce (B. Com) from SaurashtraUniversity.
* 10+2 from Gujarat School Board of School Education.
* Secondary School from Gujarat School Board of School Education.

Technical Qualification:

* Working on Accounting Software **Oracle Fusion**
* Working on Microsoft Business Solutions Accounting Package Navision
* Profound Knowledge of MS Office-MS-Excel, Outlook
* Extensive usage of Internet & E-mail and good Command of Computers.
* Good command on Accounting Package Tally .

Personal Details:

1. Date of Birth : 20th April’ 1978
2. Nationality : Indian
3. Language known : English, Hindi and Gujarati
4. Visa status : Employment

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| **Psychographic Details** |

Hobbies : Reading News Paper& Listening Music, Cooking Indian Foods.

Other Interest: To accept challenges & improve my performance.

Salary Expected: Negotiable.

I hereby declare that all the information furnished here are true and to the best of my knowledge.