**SUNANDA**

Email: [sunanda.349862@2freemail.com](mailto:sunanda.349862@2freemail.com)

***Seeking a challenging career with a dynamic organization preferably in the Professional Sector, that would help me cultivate & nurture my skills to the fullest with an opportunity to display my talent and become an asset to the organization***

**EXPERIENCE:**

Working as an Accountant General with Art Desert Tourism LLC –Dubai –from Jan-2016 to March -2017

Key Responsibility:

* Day to day accounting entries in Tally ERP 9.
* Petty Cash Handle – Daily expenses of office
* Bank reconciliation on daily basis.
* Preparation of various MIS – DSR- Daily Sale Report on Daily.
* Accounting Payable - Making timely payments to creditors.
* Accounting Receivable – Follow up the Debtors.
* Payroll
* Beginning and Ending Inventory.
* Journal entries.
* Adjusting entries.
* General Journal
* Book keeping
* Good knowledge of MS- Office Applications. ( Good command on excel & formulas)
* Good communication skills.

Worked as an Assistant Accountant with Al Mizan International LLC –Dubai - from July-2014 to Oct- 2016

Key Responsibility:

* Day to day accounting entries in Tally ERP 9.
* Bank reconciliation on daily basis.
* Preparation of various MIS on Daily & weekly basis.
* Making timely payments to creditors.
* Making timely payments of various Utility Bills.
* Interacting with various banks for LBD/ TT
* Making smooth fund transfer in various countries.

Worked as Export Assistant with Jain Irrigation Systems Ltd from Sep-2012 to June- 2014

Key Responsibility:

* Processing Bill of Lading (B/L) processing for shipment.
* Making timely payment against B/L
* Preparation of accounting payment MIS on Daily basis
* Uploading Electronic Bank Realization Certificates (EBRC) uploaded in Bank.
* Export data punched in Dos systems i.e. export invoice of Euro, Dollar,GBP, Bill of lading, shipping bills, and Ocean freight invoices.
* Preparation & submission of all documents for subsidy to Agriculture Processing Food Development Authority of India (APEDA).

Worked as Finance Executive with Raksha TPA PVT LTD from May- 2010 to Sep- 2012

Key Responsibility:

* Preparation of Floats for Insurance company submission of Public & Private Sector.
* Keeping track of the floats of various Divisional offices.
* Dispatching the cheques of floats within the defined total advantage time .
* Solving the grievances of clients related to claim cheque payments.
* Updating the system JAVA with cheques dispatches information.
* Co-ordination with outstation office regarding grievances cases
* Verification the Reimbursement claims before payment.
* Preparation of medical bills as per term & condition.

Worked as JR. Accountant Executive with Paramount Health Service (TPA) PVT. LTD. from Sept- 2007 to Feb- 2010

Key Responsibility:

* Settling medi-claims of insured person on behalf of insurance company and preparing Debit Note of Public sector [ NIAC & OIC] & Private sector [Cholamandalam]
* Preparation of Various MIS's on a daily Basis.
* Preparing a status report of claims on daily basis.
* Preparation of cheques.
* Uploading payment file for all RO and DO of NIC, OIC and Cholamandalam
* Co-ordinate with outstation office regarding Float amount, pending Debit Note, deduction amount and urgent issues etc.
* Entering payment & receipt entries in Tally as well as updating in system (Data base) and excel.

Pure Account (outstation of Petty Cash):

* Smooth Handling with Petty Cash of outstation RO.
* Entering JV in tally for outstations RO & rectified payment entry in JV. All type of bill Booking.
* Booking of service Tax Recoverable exp. for bills. Deduction TDS for specified bills.

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| **Qualification** | **Grade** | **Year** | **University** |
| B.Com | Pass | Oct -2009 | Mumbai University |
| Diploma in Computer Information Technology | Second class | Mar- 2007 | Society for Information Technology Development |
| Basic 2D & 3D MAX | Second Class | Mar-2005 | Bhavan's College |
| Auto Cad, Photoshop | - | Appearing | Walk -in- Computer Academy |

**Personal Details:**

Date of Birth : 10th August, 1978

Languages Known : English, Marathi & Hindi

Marital Status : Married