

POOJA

[POOJA.357257@2freemail.com](mailto:POOJA.357257@2freemail.com)

**CAREER OBJECTVE**

To work with best of my abilities and skills in order to benefit my organization also to be better other in this competitive Time an influential position in the organization.

**PERSONALPROFILE**

* A Good listener, Enthusiastic, Hardworking and can easily adjust with different individuals.
* Punctual, Sincere, Hardworking and Adaptive to situation.
* Self-belief & Optimism.

AREASOFEXPOSURE

* Playing pivotal role in daily accounting including vouching, verification of cash, year-end and quarterly stock verification and other related activities.
* Preparation of sale invoice and other related documents.
* A Commerce graduate work experience in the field of accounts, general accounting audits, payroll, reconciliation and MIS-Cash Flow reporting.
* Good communication power with customers and leading the team.

ORGANISATIONALEXPERIENCE

1. **Worked with Orchid The International School**

**Duration: September 2014 TO October 2016**

**Worked as Branch Accountant.**

**Account Functions:**

* Accounting for Receivable & Payables.
* Receive Cash/Cheque from sales team.
* Deposit Cash/Cheque in Bank on Daily basis.
* Debtor’s follow-up, internal accounts reconciliation etc.
* Debtor’s follow up and Creditors settlement.
* Reporting to Senior Accounts & Finance Department.
* General Correspondences.
* Prepare journal entries
* Complete general ledger operations
* Handling Petty Cash on day-to-day basis.
* Monthly closings and preparation of monthly financial.
* Entering all the accounting transaction in ERP system.
* Draw up monthly financial report.
* Assist in preparing analysis of accounts as requested.
* Monitor and resolve bank issues including fees anomalies and
* Check differences.
* Assist with payroll administration.
* Review and process expense reports.
* Assist with preparation and coordination of the audit process
* Assist with implementing and maintaining internal financial
* assist with yearend closing
* administer accounts receivable and accounts payable
* Assist in preparing budgets and for casts
* Working on BRS.
* Reconcile and maintain balance sheet.
* Sending daily MIS to head office{Management informationsystem}
* Prepare & Issue Invoice along with Data Entry Operation Maintaining computer
* Handling Bank transactions and Bank reconciliation.
* Handling Tax Payment through bank.

ACADEMICCREDENTIALS

* T.Y.B.COM from Mumbai University in 2013.
* HSC from Mumbai University in 2010.
* SSC from Mumbai University in 2008.
* Tally ERP 0.9 COURSE from St Law intuition of computer in 2014.

ITSSKILLS

* Well versed with Operating systems MS Office (Up to Windows 2007), Word, and Excel& PowerPoint.
* Knowledge of E-mail application and Internet.
* Software Installation & Data Transfer.
* Online up grating Software & Downloading All Types of Data.

PERSONALDETAILS

Date of Birth : 16th April 1992

Address : Sharjah,Rolla

Gender : Female

Marital Status : Married

Languages Known : English,Hindi,Marathi,Gujarati.