Darshini

Phone: C/o 0504973598 Email: darshini.357754@2freemail.com

**SUMMARY**

Accounts professional with astrong business acumen and experience in all facets of global Accounting & Finance industry.Highly motivated team player working in a fast-pace environment. Problem-solver with excellent analytical and negotiation skills with a commitment to continuous improvement. Reputation for earning customerstrust through exceptional responsiveness to customer needs.

**Skills / Experience:**

* Accounts Receivables
* Accounts Payables
* General Ledger Accounting
* Bank Accounting
* Fixed Assets Accounting

**Professional Objective**

I’m an experienced professional seeking a position in Accounting, which will enable me to contribute positively in achieving organizational and personal goals.

**Employment History:**

**Organization:Engineers Guild, Ahmedabad,Gujarat,India**

**Accountant;1st May, 2007 to 31st Dec, 2014: Work responsibilities include**

* Expertise in AccountsPayable**,** Accounts Receivable, Cash Management, General Ledger.
* Experienced in preparing monthly financials like Trial Balance, Profit & Loss a/c, Balance Sheet, Cash Flow statement.
* Expertise in preparing of weekly Bank, Cash positions and Cash Budget statement.
* Expertise in Audit preparation of yearly financials in audit format and submitting to auditors for auditing.
* Experienced in preparation of monthly Bank Reconciliation statement.
* Experienced in controlling Debtors & Creditors and preparation of debtors & Creditors Outstanding list and reporting to Management.
* Well versed in preparation of department wise MonthlyCollection Report.
* Expertise in reconciliation of receivable & payables with their respective statements.
* Expertise in Preparation of monthly schedules.
* Supervising and coordinating subordinates to ensure in smooth accounting.
* Handling Self-Correspondence with all Business Clients, Suppliers and Banks.
* Preparation of documents of service tax, TDS, VAT & CST.
* Diplomatic and Excellent in Public Relation and Office Administration.
* Strong in adopt new analytical approaches, tools & environment.
* Coordination with support staff from other departments for smooth transaction & internal documentation. Petty cash accounting relating to supply chain operational expenses.
* Contribute towards successful clearance of external and internal document audits.

**Audit Experience:**

* Vouching of Cash and Bank Books, Sale and Purchase Register, Debtors Ledger, Creditors Ledger, General Ledger so as to authenticate the figures appearing in the Books of Accounts of the client.
* Verification of Banks Reconciliation Statements, Fixed Assets and Stock.

**Academic Credentials & Affiliations:**

Bachelors of Commerce (B.com)Gujarat University Ahmadabad (Gujarat, India)2006

**Additional Qualification:**

* Completed 3 months course of Operation under Windows 98, Windows XP Windows 7 and MS Office.
* FAP, MS Office in Computer Applications: Ms-Word, Excel and Presentation of Power Point & Auto Cad.

**Skills:**

* Patience
* Good negotiating skills.
* Excellent analytical &Interpersonal relationship.
* Excellent oral & written communication.
* Fast Learner.
* Good Organizer & Team Player.
* Positive & Focused thinking.
* Go-Get-it attitude.

**Language Skills**

To Speak : English, Hindi & Gujarati

To Read : English, Hindi & Gujarati

To Write : English, Hindi &Gujarati

**Personal Data**:

Date of Birth 17-10-1986

Birth place Gujarat

Nationality Indian

Sex Female

Marital Status Married

Visa Status U.A.E. Husband Visa

References Can be provided upon request

 **I approach my task with honesty, sincerity, hard work & patience and this has enabled me to get things done efficiently.**

**Being cheerful & flexible, I am able to adapt any environment and blend into the ethics and policies of institution. I sincerely assure that I shall put in my very best & serve with dedication and innovation.**

**I declare that the information furnished above is true to my knowledge & belief.**

 **Darshini**