|  |
| --- |
| **RESUME**  **Darshna**  [**Darshna.361445@2freemail.com**](mailto:Darshna.361445@2freemail.com)    **Career Objective**  To apply my accounting experience to a role in project accounting, and further develop my skills across different accounting areas to maximize my expertise and efficiency in the position.  **Career Summary**   * A detail oriented professional with excellent knowledge of accounts possesses rich experience of 2+ years of experience in financial planning, analysis and accounting principles. * Admirable capacity to improve and maximize overall business and finance function integration through effective communication processes. * Experienced in keeping the records of daily financial transactions and analyzing the financial aspects of organization. * Innovator with creative skills and experiences to improve overall business processes.   **Personal Qualities**  Strong analytical and problem solving skills.   * Unmatchable communication skills in Written and verbal both. * Highly trustworthy, discreet and ethical.   **Technical Skills**  Well versed with MS office (MS Word, MS Excel, MS PowerPoint)  Experienced in working on Tally ERP  Internet Savvy, Web design, Graphic design  Utilize effective communication and interpersonal skills to address any issues/problems or concern  Very good at all the Relevant Office Management  Identifying expenses for the capital allowance or revenue  To post the expenses into the system in appropriate order  Analysis of the data  Post the data into the accounting program  Reconciliation for cash book with bank statement  Preparation for the Financial Statements  To manage the internal control  To extract with employees and giving them promotion and to satisfy the need  **Personal Details**  **Date Of Birth-** 17 APRIL **Languages Known-** Hindi, English, KISWAHILI , FRENCH, GUJARATI  **Nationality** – Indian  **Key Responsibilities Handled**   * Preparing and analyzing accounting records and financial statements reports * Assess accurately and confirm to reporting and procedural standards of the reports * Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements. * Studying the reports given by auditors and CA and submitting them to the management * Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice. * A voiding outstanding expenses and managing the petty cash * Establishing table of accounts * Assigning entrie s to proper accounts * Preparing periodic reports to compare budgeted costs to actual costs.   Using accounting tools wherever necessary   * Handling ledger accounts and keeping the check for any invoices or payments * Making use of technology to develop, implement, modify, and document recordkeeping and accounting systems * Preparing forms and manuals for accounting and bookkeeping personnel * Survey operations to ascertain accounting needs * Recommend, develop, and maintain solutions to financial problems of the business * Work as Internal & external revenue service agents. * Taking care of resource utilization, tax strategies underlying budget forecasts and suggest management the solution * Provide internal and external auditing services * Advise clients in areas such as compensation, employee health care benefits, the design of accounting and data processing system, etc. |
| **Achievements**   * Computation of total income of Individuals and all other assesses.         Preparation and online filing of the income Tax, TDS and VAT returns.        Preparation  of Monthly returns and filing Of ST And PT        Preparation and finalization of Accounts, preparation of Financial Statements.        Debtors and Creditors balance reconciliation and age-wise analysis of Debtors balances.        Preparing of Cheques and entry into accounting systems.        Preparation of Bank Reconciliation Statements and MIS reports.        Verification of vouchers and involved in auditing.        Preparation And Form 16s of the Employees E-filing on quarterly basis. |
| **Experience**  **1. CCL Company (4 years) Junior Accountant, Dar es Salaam, Tanzania**  **Job responsibilities**   * *Handling daily Banking procedure* * *To encourage customer to invest in the company* * *Managing the cash flow* * *Reconciliation of the bank with cash book* * *Book Keeping* * *Payroll* * *Customer services* * *Preparing invoices* * *Negotiate freight rates and tracking the shipment* * Meeting & Event Planning * Filing & Data Entry * Office Organization & Administration * Telephone & Front Office Reception * Follow up and resolve any concerns/problems * *Using automated accounting systems for data input and to obtain reports.* * *Responsible for maintaining accounting ledgers and performed account reconciliation.* * *Maintaining the status of funds.* * *Accounting transactions.* * *Responsible for expenditure and collection transactions.* * *Handling customer inquiries researched problems and developed solutions.* * *Training the junior accounting clerks.* * *Researching problems and processed corrected payments.* * *Handling payroll of employees’.* * *Maintaining track record of company’s expenses.* * *Assisting in carrying out company’s internal audit.* * *Carrying out various banking functions like loans, online banking etc.* * **2. Pix machinery** . Ass. **Accountant] Dar es Salaam, Tanzania**   **Job Responsibilities:**   * *Payroll Clerk* * *To calculate tax for the clients’* * *Gathering Clients Paperwork* * *Data entries into the MS excel* * *Reconciliation of the cash book with the bank statements* * *Post the entries into the SAGE line 50* * *Identifying the code for each transaction in the system* * *Preparing statement of compressive income & statement of financial position* * Records & Database Management * Meeting & Event Planning * Filing & Data Entry * Handling Banking procedure * Stock Handling   **3**. Saicom **Electronics** Co. Ltd [Office Assistant Dar es Salaam, Tanzania  Responsibilities:   * *Earned Outstanding ratings on annual review* * *Buying & Selling goods from Abroad* * *Supervision for the staff* * *buying and selling electronics goods to local* * *Customer needs* * *Keeping upto date inventory records* * *Bookkeeping, accounting, all relevant MS office tools* * *To make the business going concern* * Records & Database Management   **4. AL HAZAZ GENERAL TRADING LLC (Ass. Accountant ), Deira, Dubai**  **Responsibities:**   * Meeting & Event Planning * Filing & Data Entry * General Bookkeeping (A/P & A/R) * Telephone & Front Office Reception * Preparing the invoices * *Reconciliation of the cash book with the bank statements* * *Maintaining records of payment information.* * *Managing vendor accounts, generating weekly on demand cheques.*   **Education**   * Completed Standard Seven (7) at olympio primary School, Dar ES Salaam, Tanzania. * National Form Four Certificate at shabaan Robert Secondary School (standard VIII) Dar es Salaam, Tanzania * Certificate in TAS(Tally Accounting Software) at H.H.Patel High School, Ahmedabad, India. * Certificate of Material Management in Pre-Foundation from National Board of Materials Management(NBMM), Dar es Salaam, Tanzania * Certificate of Material Management in Foundation from National Board of Materials Management(NBMM), Dar es Salaam, Tanzania * Awarded Certificate in Bachelor’s of commerce at Sardar Patel University, Anand, India * Certificate in Graphic Designing at Power computers Ltd, Dar es Salaam, Tanzania * Certificate in Web Designing at Upeo Learning Center, Dar es Salaam, Tanzania * Certificate in Tally Computerized Accounting at Upeo Learning Center, Dar es Salaam, Tanzania |