**CURRICULUM VITAE**

# 

# Bhawana

# [Bhawana.367146@2freemail.com](mailto:Bhawana.367146@2freemail.com)

# 

|  |
| --- |
| Personal Summary |

An Accountancy Graduate with a total of 3 years’ experience in Accounting in India. A proven ability to support & improve efficiency by supporting and managing day to day activities of Accounting.

|  |
| --- |
| Objective |

Accountancy graduate with good academic standing applying for a General Accounting position where I can use my knowledge and experience to ensure the delivery of all financial and accounting activities related to accounts payable, accounts receivables and general accounting.

|  |
| --- |
| Qualifications: |

* B.com from MDS UNIVERSITY, AJMER (RAJASTHAN) in 2016.
* Completed M.COM Previous from MDS UNIVERSITY, Ajmer Rajasthan

|  |
| --- |
| **Work Experience:** |

* Work at **BRD Real Estate** as an Accountant.

August 2014 — Dec. 2015

* Work at **Sunfield Textile and Sunfield Realtors** as an Accountant

March 2015 — Jan. 2017

|  |
| --- |
| **Job Responsibilities** |

* Supervise all regular Accounting Processes such as Journal Entries plus Monthly closure accounts.
* Analyze and Forecast financial requirement for organization.
* Management of petty cash transactions.
* Reconciliation of direct debits and finance accounts.
* Ensuring all payments amounts & keeps records accurate.
* Verifying balances in account books and rectifying discrepancies
* Verifying bank deposits & completing bank reconciliation
* Analyze different Journal general ledger account regularly.
* Handle Book keeping tasks.
* Prepare Profit & Loss Statement on behalf of organization.
* Preparing financial documents such as invoices, bills, and accounts payable and receivable
* Performed general office Duties & Administrative Tasks.

|  |
| --- |
| **Computer Proficiency:** |

* Well conversed with windows, MS Office, excel, power point Internet, etc.
* Having knowledge of computer accounting “*Tally-ERP*”.
* Reviewed Textile Accounting Software Like Face Soft.

|  |
| --- |
| **Personal Attributes:** |

* Confident, self-motivated, Energetic and willing to work in demanding circumstances.
* Good perception and vision.
* Skilled in scheduling, communication, coordinating, team building and human management.
* Adjustable in any circumstances.

|  |
| --- |
| **Personal Information :** |

**Date of Birth**  : 20th April 1995

**Marital Status**  : Unmarried

**Nationality**  : Indian

**Language Known**  : Hindi, English and Sindhi

**Visa Status** : Visit Visa till the 29th June 2017

|  |
| --- |
| **References** |

**Available** on request.