Curriculum Vitae

# **MONISHA**

# **MONISHA.368017@2freemail.com**

**Career Goal:**

**Managerial Position in Accountancy field where my experience & expertise would add value to organization and professional growth is encouraged.**

**Professional Experience:**

**Company : KITARA CAPITAL PRIVATE LIMITED**

**Business : Private Equity**

**Designation : Associate Vice President – Finance & Accounts**

**No. of Years : Presently working since Dec., 2010**

*Job profile*

* **Handling Administrative and Accounts work.**
* **Handling Statutory and Tax Audit.**
* **Preparation of IFRS Financials.**
* **Filing Forms with ROC.**
* **Filing the Income Tax Returns.**

**Company : MDR ELECTRONICS**

**Business : Traders / Manufacturers of Electronics Equipments, Fiber Optic products**

**Experience : Accounts Executive**

**No. of Years : 4 Years (May, 2006 to Nov., 2010)**

*Job profile*

* **Preparation of monthly pay sheet.**
* **Payment of PF, ESIC and PT every month.**
* **Online payment of TDS every month.**
* **Filing of sales tax returns every month.**
* **Preparation of debit notes (in case of ‘C’ forms not received).**
* **Preparation of ARE-1 form in case of exports.**
* **Preparation of A-1 form in case of imports.**
* **Maintaining stock register.**
* **Maintaining excise books RG Part I & RG Part II.**
* **Filing of Online Quarterly TDS returns (Form 24Q and 26Q).**
* **Routine accounting entries in Tally 7.2**
* **Preparing bank reconciliation statement.**
* **Preparing outstanding list of debtors and creditors as and when required.**

**Company : M/s. APA & COMPANY**

**Business : Chartered Accountant Firm**

**Experience : Joined as an Article and Auditor**

**No. of Years : 3 years (2002 to 2005)**