**RESUME**

TEJASHREE

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### CAREER OBJECTIVE:

### Good accounting skills, with experience in Tally ERP, dealt with customers and high level workloads within strict deadlines. Now looking to start a new challenging position to meet my competencies, capabilities, skills, education and experience.

###### **WORK EXPERIENCE:**

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| **NAME OF THE COMPANY** | **POSITION** | **DURATION** |
|  CHEQPOINT TECH TRADING LLC, DUBAI | ACCOUNTS & LOGISTICS EXECUTIVE |  Working since June 2014 to till date. |
| DADAJEE DHACKJEE PVT LTD, MUMBAI, INDIA. | ACCOUNTS ASSISTANT |  August-2012 to April-2014 |
| DEVEN M PATIL & CO.CHARTERED ACCOUNTANTS, BOMBAY, INDIA. | AUDIT INTERN |  June-2010 to July-2012 |

**PROFESSIONAL SUMMARY:**

* Having over **6 ½ years** of Experience in the field of **Accounts & Auditing**, in which **3 ½ years** of experience in **UAE.**

**ACCOUNTS EXPERIENCE:**

* Expertise in Tally ERP for the all the modules such as Accounts Payable, Accounts Receivable, Cash Management, General Ledger and Inventory Modules
* Experienced in preparing monthly financials like Trial Balance, Profit & Loss a/c, Balance Sheet.
* Expertise in monthly job analysis.
* Expertise in Audit preparation of yearly financials in audit format and submitting to auditors for auditing.
* Strong in interaction with Auditors for Finalization of Accounts
* 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 Monthly Collection 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 Business Clients, Suppliers and Banks.
* Diplomatic and Excellent in Public Relation and Office Administration.
* Strong in adopting new analytical approaches, tools & environment.

**LOGISTICS EXPERIENCE:**

* Liaisonwith Freight Forwarders, Shipping Companies, Ports and Other Local Authorities.
* Familiar in **Customs Clearance**
* Procedure and Processing **of Documents for Imports**

**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.

#### QUALIFICATIONS:

* **M.Com Part I Mumbai University in 2012 - 1st Class**
* **B.Com from Mumbai University in 2010 – 1st Class**
* **HSC from Swami Vuvekananda Junior College, Mumbai (2007) – 1st Class**

#### COMPUTER PROFICIENCY:

MS Office – Advanced Excel, Word, Tally ERP & comfortable with any accounting package and hands on experience in Internet.

**PERSONAL DETAILS:**

**Date of Birth :** 29th June 1989

**Nationality :** Indian

**Sex :** Female

**Marital status :** Single

**Languages known :** English & Hindi

**Hobbies :** Travelling & cooking

**Visa status : Employment**