RESUME

PERSONAL DETAILS

POST APPLIED FOR :- **ACCOUNTANT.**

NAME :- SONU

E MAIL ID :- sonu.132697@2freemail.com

MATRIAL STATUS :- UNMARRIED.

DATE OF BIRTH :- 04/02/1984.

GENDER :- FEMALE.

PASSPORT DETAILS

|  |  |  |  |
| --- | --- | --- | --- |
| PASSPORT NO. | PLACE OF ISSUE | DATE OF ISSUE | DATE OF EXPIRY |
|  | THANE | 22/09/2014 | 21/09/2024 |

EDUACATION QUALIFICATION

|  |  |  |  |
| --- | --- | --- | --- |
| QUALIFIYING EXAMNIATION | YEARS OF PASSING | BOARD | % OF MARKS |
| B.COM | 2007 | JAUNPUR | 60.00 |
| H.S.C. | 2004 | MUMBAI | 42.00 |
| S.S.C. | 2002 | MUMBAI | 40.00 |

OTHER QUALIFICATION AND ACTIVITES

QUALIFICATION :- SPA COURSE. (SMART PROFESIONAL ACCOUNTS)

ACTIVITES :- YOGA, INTERSTED IN NEW PROJECTS.

PROFILE SUMMARY

I have more than 7 ½ years of Experience as a Accountant Division. I am ambitious, enthusiastic and talented individual with a keen eye for detail and a flair for accounts. Kate is competent in the use of Microsoft Excel, willing to undertake further training and development and possess a real desire to launch her accounting career. I am capable of working within a fast paced & challenging environment, and can make a real commercial impact as well as improve an employers business performance. I am currently looking to work for an employer who offers a modern and friendly working environment. I able to handle administration work also.

* Currently I am working as a accountant in **WEST ZONE** in **Dubai** 25th Oct. 2015 to till date.
* I am worked in **DASMESH ENGINEERING; India** Works an ISO Company for the last 6 years as an Accountant Assistant from Dec- 2007 to Oct-2015. it is an Auto Component mfg co.

WORKING PROFILE

|  |  |  |
| --- | --- | --- |
| ACCOUNTING | PROFESSIONAL | PERSONAL |
| Account  | Data entry | Team player |
| VAT returns | MS Office & Excel | Multi tasking |
| Purchase orders |  | Self Motivated |

MAJOR ACTIVITES AND RESPONSIBILITY

|  |
| --- |
| * Organized and able to deal with multiple workloads at the same time.
* Maintain of all type accounting Voucher entry.
* Maintain bank reconciliations statement & reconciliation of debtors & creditors.
* Maintain book of accounts in tally ERP9.
* Maintain Journal entry sales, purchase & Invoice.
* Releasing payments to Suppliers.
* Maintain Stock & dispatch entry.
* Maintain Purchase orders to vendors.
* Recording all cash activity on a daily basis.
* Raising accounts receivable invoices & preparing invoices for payment.
* Preparing cash journals so that all items are recorded in the correct

 Accounting periods. |
| PERSONAL STRENGITHS |
|  |

 I am a highly motivated individual who is always willing to put that extra bit of effort into any assignment that I undertake my strongest assets. I believe are my ability to concentrate for long period of time, my willingness to confront difficult problems and the will to perform under pressure.

OTHER INFORMATION

NATIONALITY :- INDIAN

LANGUAGE KNOW :- ENGLISH, HINDI, MARATHI

RELIGION :- HINDU

HOBBIES :- GARDENING

DATE :-

PLACE :- NALLASOPARA

Declearance

I Here By Declare That, The Above Mentioned In Formations Are True As Per My Knowledge & Belief.