##### **Laissa .**

## Career Objective

30+ years of experience in admin & accounts department with in-depth knowledge of accounting tools, procedures and transactions. Seeking to work in a challenging environment and grow with the company to achieve its goal and gain additional knowledge.

###### IT Exposure

* MS Office
* Tally ERP 9
* Trained on SAP B1.

# Personal Information

## Date of birth : October 26, 1966

Marital status : Married

Languages known : English, Hindi, Marathi and Malayalam

Email Id : laissa.208120@2freemail.com

**Personal Qualities**

* Excellent communication skills
* Good analytical skills
* Keen observer
* Trustworthy
* Smart working ability
* Multitasker

###### Work Experience in India

###### Bellsoft India Pvt. Ltd., (U.S. based IT recruitment firm) – From September 2011 to July 2017

Designation: Executive (Admin)

**Exposure:**

* Auditing the consultants’ working hours.
* Auditing the consultants’ expenses based on clients’ expense guidelines
* Reconciliation of bank statement
* Maintaining petty cash
* Attending the weekly conference call with U.S. headquarters to update the day-to-day activities and for smooth functioning of the office.
* Working on QuickBooks accounting system to create invoice with the help of timesheets and working on Tally for daily office expenses.
* Trained on SAP B1.
* Follow up with Debtors & Creditors.

###### Tristar International (Automobile Industry) – From April 2010 to August 2011

Designation: Accounts Officer

**Exposure:**

* Preparation of itinerary and quotation
* Preparation of Sales/Purchase Invoice.
* Preparation of Bank reconciliation statement
* Independent handling of internet banking services transaction
* Manage the petty cash for the office
* Maintain adequate cash balance (Cash management)
* Correspondence with Bank, clients and branch offices
* Reconciliation of accounts on a monthly basis
* Preparation of miscellaneous reports for decision making.
* Assisting in preparation of final accounts and taxation matters.

###### Saks International (Textile & Garments) – 2008-2010

Designation: Accounts Officer

**Exposure:**

* Preparation of Bank reconciliation statement
* Independent handling of internet banking services transaction – Hexagon
* Manage the petty cash for the office
* Maintain adequate cash balance (Cash management)
* Correspondence with Bank, clients and branch offices
* Reconciliation of sale and purchase on monthly basis
* Preparation of miscellaneous reports for decision making
* Assisting in preparation of final accounts and taxation matters
* Preparation of receivable & payable reports – local as well as overseas
* Cash and Bank entries in the Tally
* Journal entries
* Preparation of cheques and voucher for making payment after getting approval from the Managing Director
* Data entry for sales and receipts of bills
* Timely processing of bills

###### Honest Enterprises (Engineering) – 2003-2008

Designation: Accounts Assistant

**Exposure:**

* Collection & deposition of cheque and keeping necessary records
* Releasing of payment after adequate checks.
* Preparation of cheques and voucher for making payment after getting approval from the Managing Director
* Data entry for sales and receipts of bills
* Ensure timely processing of bills
* Making various statements for follow-up of outstanding payment
* Keeping track for inward remittance
* Sales entries in the Tally
* Cash and Bank entries in the Tally
* Journal entries

## Air Force Naval Housing Board (Defence Construction) – 1999-2003

Designation: Secretary cum Accounts Assistant

**Exposure:**

* Over all Secretarial duties
* Self Correspondence
* Customer Relationship.
* Follow-up with customers for outstanding payments etc.
* Maintaining Books of Accounts
* Maintaining accounts of over 100 crores in building construction & on completion of project also assisted I marketing of the flats.
* Preparing Monthly Trial Balance & forwarding to headquarters (Delhi)
* Event Management

## Davars College of Commerce & Secretarial Practice (College for Personal Secretarial course) - 1995-1999

Designation: Course Instructor

**Exposure:**

* **Instructor for all Secretarial course subjects.**

###### Academic Qualifications

**B. Com,** in 1990 from University of Mumbai

###### Professional Qualifications

* Diploma in Personal Secretarial & Computer Course from Davars College of Secretarial Practice
* Diploma in Final Account (Tally 9 / ERP 9) from Government recognized Infotech Computer Education.

  **(Mrs. Laissa)**