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| [RESUMÉ](https://en.wiktionary.org/wiki/resum%C3%A9%22%20%5Cl%20%22English%22%20%5Co%20%22resum%C3%A9)**Z-1909.jpg****KOMAL****KOMAL.365612@2freemail.com****CAREER OBJECTIVE**To work in a growth oriented organization, and utilize my interpersonal skills and my ability to meet deadlines and complete challenging tasks, for the organization I am employed with, and consequently to achievemy personal goals.**Core Qualifications*** Extensive experience with property management accounting
* Proficient in transaction processing using Tally 9.0 ERP
* Excellent math skills including extensive experience with accounting balancing
* Ability to complete multiple tasks in a timely manner
* Adept at working well with others and completing tasks independently

**ACADEMIC CREDENTIALS** * B. Com. From C.S.J.M. University, Kanpur 2014.
* Intermediate from U.P. Board, Allahabad, Kanpur 2011.
* High School from U.P. Board, Allahabad, Kanpur 2009.
* Persuing MBA in Finance and accounting .

**COMPUTER SKILLS*** Microsoft Word, Excel & Tally 9.0 ERP
* Independently handling mail on computer.
* Power point.

**PROFESSIONAL BACKGROUND****ALCHEMISTREALTY LTD.****Alchemist Realty Ltd have been endeavoring to alter the benchmarks in aspirations of investors in real estate with a unique approach to planning and design , the group invests heavily in research and development to ensure value for money invested by its esteemed customers and stake holders.Alchemist Realty Ltd. takes pride in introducing luxury that one can afford, relish and indulge in. We intend to provide a privileged lifestyle, tastefully created, built as per your aspirations and are committed to make you shine above the rest. Feel pleased to be a part of this exclusive world , reserved for the deserving few.  Ideas of comfort, luxury and good taste stand personified right in front of you. Encompassing everything that you stand for, the Alchemist bring to its customers and stakeholders the benefit of years of experience thereby creating a platform, which will set standards for real estate development in India.****SENIOR ACCOUNTS EXECUTIVE WITH.(June, 2014 – FEB , 2017)****Key Deliverables :*** Day to day transactions of banking and posting of the same in tally.
* Maintaining Purchases and Sales Account.
* Maintaining receivables and payable accounts and maintaining ledger extracts.
* Passing of Journal Entries.
* Scrutiny of all Ledger Accounts.
* Liasoning with Banks and Vendors.
* Handling payroll system and track record of employers
* Follow up with sales team and sending them reminder for payments
* Reviewed client account balances.
* Assisted with the preparation of detailed property accounting reports.
* Ensured proper coding of invoices.
* Identified and resolved issues with property accounts.
* Reviewed and analyzed accounting statements.
* Documented and reviewed bank loan balances.
* Coordinated with property managers on various account issues.
* Tracked and coded invoices related to various accounts.

**STRENGTHS*** Hard Working with intelligence
* Honest
* Dedicated
* Quick Learner
* Positive Attitude

**PERSONAL DETAILS**Date of Birth : 9th April, 1992Nationality :IndianMarital Status :MarriedReligion : HinduLanguages spoken :English, Hindi and SindhiHobbies :Reading, Badminton,Music and FilmsVisa status : visit visa (3 months)**DECLARATION**I can face challenging tasks with confidence. |