**Sania**

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**CAREER OBJECTIVE:**

I seek a challenging assignment in organization that will utilize my knowledge and experience. My aim is to contribute to the objective of the organization and to grow with it. Having an experience in the fields of competition I can be sure of my commitments towards the Company which will endeavour far most in achieving goals

**ATTRIBUTES/ ABILITIES**:

* Have Experience in accounts, finance & administration.
* 2 years of experience as Accounts Assistant in India.
* Professionally qualified with a bachelor of commerce (B.Com.).
* Well versed in Tally & MS Office Applications.
* An effective communicator with excellent relationship building & interpersonal skills, problem solving organizational abilities, posses a flexible & detail oriented attitude.
* Interacted with echelon of society and at various given levels.
* Hardworking and systematic with assignments, trained to be familiar with the procedures of financial, administrative and other relevant documents.
* Excellent communication and interpersonal skills.
* Good exposure towards Team Management and Client interactions.

**WORK EXPERIENCE**

**I. M. Shaikh and Associates, Goa, India**

**Designation        : Accounts Assistant**

**Duration              : From April2011 to June 2012**

 **From January 2017 to September 2017**

**Roles & Responsibility:**

* Reporting to Chartered Accountant
* Handling office petty cash for daily Transaction
* Reconciling Bank Account
* Data Entry of purchase, sales, payment and receipt vouchers
* Assisted in tax audits and company audits
* Generated purchase and sales report for arriving at the VAT liability, payment and filing of VAT returns
* Prepared and submitted PAN application for obtaining PAN cards
* Finalizing Profit & Loss Account and Balance sheet for various clients to file their
* income tax return
* Assisted in Internal audits of the companies
* Prepared various reports in Excel (spreadsheet) and MS Word
* Assisted and attended various assessment cases along with the senior.
* Received and recorded invoices and arranged payments.
* Prepare and send invoices to debtors.
* Verify Day End Report with that of vouchers.
* Calculate and distribute wages and salaries.
* Prepare regular reports and summaries of accounting activities.
* Maintained Daybook, Sales, Purchase & Stock Registers; posted ledgers.
* Prepared purchase, sales orders & goes down summary.
* Verify summary statements of customers / agents.
* Assist in preparing periodic trial balance.
* Helped in assessing taxable income & filed income tax returns.
* Established and maintained close relationship with bank authorities and auditors, ensuring compliance with all regulatory bodies.
* Coordinate administrative activities to meet business requirements in an efficient and effective way.
* Directed & coordinated with the staff for conducting various educational programs.
* Screen telephone and personal callers.
* Make and record appointments.
* File correspondence and other records.
* Store and retrieve data on computer.
* Receive and process incoming & outgoing mails.
* Review and answer correspondence on behalf of the organization.
* Coordinate in purchasing office supplies.
* Processed back office operations using MS Office.

**ACADEMIC QUALIFICATION**

  Completed graduation in Commerce at Dnyanprassarak Mandal’s college in 2011 from Goa University

Appeared for Company Secretaries Course (2016)

**TECHNICAL SKILL**

Diploma in Computer Applications (Word, Excel, Access, PowerPoint, Internet) (2016)

Skills ERP Package Tally (ERP9)

Tally Champs Xpert Certified (2014)

**PERSONAL DETAILS**

Husband’s Name **:** Usman Shah Muzawar

Marital Status **:** Married

Languages Known            : English, Hindi and Urdu

Interest & Hobbies : Reading books and teaching