

**Deepa**

**Al Nahda,**

**Sharjah**

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| **Objective** | To make a career in the service sector in a role that offers growth, |
|  | learning & responsibility and to contribute in not only ensuring |
|  | profitability but also in enhancing customer satisfaction. |
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| **Qualification** | **B.**Com (Bachelor of Commerce), From Mumbai University, in 1996 |
|  | with Second Class. |

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**Ajanta Pharma Ltd.** **Nov 2013 - July 2018**

**Sr. Account Officer**

* Full charge processing of all accounts receivable & payable for Global Marketing.(CIS ,Anglo Africa, West Asia )
* All the financial MIS reports required by the top management where managed individually Monthly Cash flow/Collection /Stock /Branch Report/ and Budget.
* Coordinating with IBM for their monthly expenses/checking and processing for fund transfer after prior approvals.
* Maintaining IBM Tour Plan, Monthly Activity, Sales Target, Salary and Incentive calculation Leave Record, MR Salary statement.
* Scrutiny of Debtors and Creditors ledger.
* Checking Global Creditors Bills with all prior approvals & processing for payments.
* Quarterly reconciling the balance confirmation with the Debtors.
* Monthly coordination with braches Purchase/ Sales, Stock and Expense reconciliation.
* Checking and processing the HOD’s Tour expenses as per HR policy.

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**Country Vacation International LLC (Transfer to Mumbai) May 2013 - Oct 2013 Asst .Accounts Manager**

**Country Vacation International LLC Dubai (MENA Region) May 2009 - May 2013 Asst .Accounts Manager**

* Full charge processing of all accounts receivable and payable.
* All the financial reports required by the top management where managed by me. Daily updated collection of membership fees, Sales Incentives Calculations BRS Monthly Cash flow Monthly P/L Account, Quarterly preparing trial balance.
* Handling bank and cash
* Scrutiny of Debtors and Creditors ledger.
* Weekly Coordination with Marketing head for members related problems and to achieve the sales target
* Monthly coordination with various department heads for Regarding Cost Effective planning Coordination with branches for funds transfer and monthly reconciliation.
* Meeting with Internal /External auditors for the balance sheet.

**Country Vacation (I) Ltd. Mumbai Branch Sr. Accountant**

**Nov 2007 - April 2009**

* Full charge processing of all accounts receivable and payable.
* All the financial reports required by the top management where managed by me. Daily updated collection of membership fees, Sales Incentives Calculations Preparing Salary Statement BRS Monthly Cash flow Monthly P/L Account, Quarterly preparing trial balance.
* Handling bank and cash
* Scrutiny of Debtors and Creditors ledger.
* Weekly Coordination with Marketing head for members related problems

and to achieve the sales target

* Monthly coordination with various department heads for budget planning.
* Coordination with branches for funds transfer and monthly reconciliation.
* Meeting with Internal /External auditors for the balance sheet.

**Shivka Trading Pvt. Ltd.**

**Jr. Accounts Asst.**

**June 2000 - Oct 2007**

* Accounting entry in Tally, maintaining bank book & cash book, Accounting of Purchase & Sales Transactions.
* Checking bills & processing for payments.
* Preparation of Bank & Stock Reconciliation. Preparation of Salary statement.
* Handling Petty Cash. T.D.S. Deduction, depositing the same to the Bank & Issue of TDS Certificates.
* Coordinating with Shipping Company for Import Purpose.
* Coordinating with Marketing Person for Daily Report.

**K.G.K Group of Companies**

**Accounts Assistant**.

**April 1997 - June 2000**.

* Maintaining Bank Book, Cash Book & Bank Reconciliation.
* All accounting entries in Tally
* Payments to Creditors Preparation of Salary.

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* Physical cash handling. Monthly Tax Payment, T.D.S. Certificates.
* Assisting to Auditors for preparing various Schedules for Audit & Balance Sheet.
* Ledger Scrutiny

**Otis Elevator Co. (I) Ltd.** **April 1996 - Feb 1997**.

**Accounts Assistant.**

* All accounting entries in Unix Package
* Maintaining Bank Book & Cash Book. Day to Day Cash & Bank Balance BRS.
* Issuance of Cheques / Payments to Creditors.

**Extra- Curricular Activities/ Hobbies**

* Music
* Reading
* Painting & Knitting.

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| **Personal Details** | |  |
| Date of Birth | : | 4th April 1977 |
| Nationality | : | Indian |
| Marital Status | : | Married |
| Languages | : | Fluent in English, Hindi, Marathi, and Malayalam. |
| Computer | : | UNIX, Tally, Focus, FINAC, SAP, MS office. |
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