**CURRICULUM VITAE**

**MEENU**



Email id **–** **menu-391900@2freemail.com**



**OBJECTIVE:**

To join a professional organization where I can enhance my skills & capabilities in conjunction goals & objectives.

**PERSONAL INFORMATION:**

|  |  |  |
| --- | --- | --- |
| **Name** | **-** | Meenu  |
| **D.O.B** | **-** OCT-09-1984 |
| **Marital status** | **-** | Married |
| **Nationality** | **-** | Indian |

**Languages Known -** English, Hindi, Punjabi

**EDUCATIONAL QUALIFICATIONS:**

* **B.COM** (Bachelor in Commerce) from Punjab university Chandigarh in2004.
* **Higher secondary** Passed fromP.S.E.Bin Year 2001.
* **Matriculation** Passed fromP.S.E.Bin Year 1999.

**COMPUTER LITERACY:**

* Working knowledge of Computer, M.S. Office, Excel, Email & Internet.
* TALLY Version 9.0 ERP 9.

**CAREER PROFILE:**

* Detail-oriented, efficient and organized professional with extensive experience in accounting systems.
* Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
* Excellent written and verbal communication skills.
* Highly trustworthy, discreet and ethical.
* Resourceful in the completion of projects, effective at multi-tasking.

**WORKING EXPERIENCE:**

1. **PARTAP CYCLE INDUSTRIES Ludhiana PUNJAB From 05-04-2001 TO 14-05-2007(SIX YEARS).**
2. **RALSON (India )LIMITED,Ludhiana PUNJAB FROM 15-05-2007 TO 01-06-2010(THREE YEARS).**
3. **DADA MOTORS PVT. LIMITED Ludhiana PUNJAB FROM 01-09-2011 TO 31-07-2012.(APPROX. 1 YEAR)**
4. **BAFLEH JEWELLERY. Dubai UAE.**

**FROM 14-02-2013 TO 31-03-2015 (APPROX. 2YEARS)**

**NATURE OF JOB:**

* Making Invoice.
* Stock Reconciliations.
* Daily Payment Positions.
* Maintain Daily SALE Register.
* Quarterly Interest on late Payment
* Branches Sale Feeding in SAP System.
* Branches stock and Account Reconciliations.
* Follow up with the Branches.
* Bank Reconciliations.
* Verification of Turnover Discounts.
* Staff Incentives and T.A. Bill Verifications.
* Branches Voucher Entries in SAP.
* Taking physical Stock of Jewellery
* Daily checking of Sundry Creditors agst Sale fxg.(Breakeven Point)
* Verification of Invoices.