

## **ANISHA KADAM**

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### **OBJECTIVES**

Seeking a position to utilize my knowledge, skills, and abilities in the industry that offers competitive environment, a true profession to put in the acquired knowledge and gain exposure to upcoming technologies while being resourceful, innovative and flexible.

### **EDUCATION**

<b>Qualification</b>	<b>Institute</b>	<b>Board/University</b>	<b>Year</b>	<b>%/CGPA</b>
<b>M.Com Part 2</b>	Tolani College of Commerce	Mumbai University	2021	<b>9.00</b>
<b>B.Com</b>	Tolani College of Commerce	Mumbai University	2019	<b>8.14/10</b>
<b>HSC</b>	Tolani College of Commerce	Maharashtra State Board	2016	<b>83.23</b>
<b>SSC</b>	Shri Madhavrao Bhagwat High School	Maharashtra State Board	2014	<b>85.40</b>

### **WORK EXPERIENCE**

**Harinagar Sugar Mills Ltd, Mumbai**

**July 2023 till date**

**Designation: Accounts Clerk**

#### **Duties & Responsibilities Performed:**

- Provide accounting and clerical support to the accounting department.
- Type accurately, prepare and maintain accounting documents and records.
- Prepare bank deposits, general ledger postings and statements.
- Reconcile accounts in a timely manner.
- Daily enter key data of financial transactions in database.
- Provide assistance and support to company personnel.
- Research, track and restore accounting or documentation problems and discrepancies.
- Inform management and compile reports/summaries on activity areas.
- Function in accordance with established standards, procedures and applicable laws.

- Constantly update job knowledge.

### **Saroma Lifestyle Studio, Mumbai**

**July 2022- May 2023**

**Designation: Accountant**

#### **Duties Performed:**

- Monthly TDS Payment and Deduction
- Maintaining Sales and payment register
- Handling Petty Cash Register
- Handling Tally Prime Software E.g. receipt, payment, journal entries etc.

### **A.J.Bhatt And Associates, Mumbai**

**June, 2021- July 2022**

**Designation: Audit Assistant**

#### **Duties performed:**

- Identified and communicated accounting, finance, and auditing issues to executives, seniors, and finance managers.
- Assist in drafting audit reports for management.
- Identified management control weaknesses and provided value added suggestions for remediation
- Gathered data for internal audits through financial research and downloads.

### **ADDITIONAL COURSES**

- MS-CIT from Maharashtra state board of technical education, Mumbai.  
Year- JUNE'16. Score- 88/100
- German Language course A1 from Goethe Institute, Mumbai.  
Year- JUNE'19. Score- 65/100
- Retail Marketing – completed on December'18 with A Grade.
- Skill Development Program (employability) – completed on March'18
- Social Work (2013)

### **ACHIEVEMENTS**

- Subject Topper in College, Marathi (88/100) in HSC Board (2016)
- Sports Certificate – 3<sup>rd</sup> prize in Discuss throw at Tolani College of Commerce.

### **EXTRA-CURRICULAR ACTIVITIES**

- Project work: Participated in the Inter-Collegiate Research Convention (Avishkar) held during December'18.
- Attained Workshop Beyond hiring and firing! What is Human Resource Management held during August'19

## **KEY ATTRIBUTES**

Team work, organizational skills, optimist towards life, sincere at work.

## **PERSONAL DETAILS**

- Date of birth: 21<sup>st</sup> June, 1998
- Gender: Female
- Marital Status: Single
- Nationality: Indian
- Languages known: English, Marathi, Hindi.
- Hobbies: Reading books (Fiction), Playing Badminton.

## **DECLARATION:**

I hereby declare that above furnish information is true and correct so the best of my knowledge and belief.

Place: Mumbai

Date:

(Anisha Kadam)