## SHWETA GARG

#02-154 Block 133, E: [garg.shweta1502@yahoo.com](mailto:garg.shweta1502@yahoo.com)

Simei Street 1, Singapore 520133 H.P: 81822446

**Executive Summary**

* Around 3 years of experience in accounting and bookkeeping.
* Full sets of Accounts Payable and Accounts Receivables.
* Prepare and submitting of GST returns.
* Handling petty cash, medical reimbursement and prepayment.
* Handling payroll, attendance and submitting IR8A form manually & via Auto Inclusion Scheme (AIS).
* Handling of funds transfer/Phone card/Postage stamp movement.
* Filing and handling of invoices, debit & credit notes.
* Basic knowledge of fixed deposit & interest income, preparing fixed deposit schedules.
* Experience in MecWise Accounting system, Tally, Xero Accounting Software, MS Office, Windows and Mac.

**Experience Summary** (Around 3 years)

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| --- | --- |
| * Mohan BPO Services Pte. Ltd. | 1 Year 1 Month |
| * NUS Multi-purpose Co-operative Society Ltd. | 1 Year |
| * Gupta Anil and Company (India) | 7 Months |
| * Shades of India Crafts Pvt. Ltd. (India) | *Summer Internship* – 1.5 Month |

**Education Qualifications**

M.B.A. (Finance & Banking) - Banasthali University, India in 2009

B.B.A. - C.C.S. University, India in 2007

**Other Details**

*Residential Status* Singaporean

*Marital Status* Married

*Availability*Immediately

**Work Experience**

**Mohan BPO Services Pte. Ltd.**

*Accountant (March 2016 to April 2017)*

* Handling accounts payables.
* Handling accounts receivables.
* Generating sales invoices.
* Handling petty cash.
* Prepare and submitting of GST returns.
* Handling payroll, attendance and submitting IR8A form manually & via Auto Inclusion Scheme (AIS).
* Handling medical reimbursement.
* Handling full set of accounts in Tally.
* Move full set of accounts from Tally to Xero Accounting Software and handling in Xero as well.

**NUS Multi-purpose Co-operative Society Ltd.**

*Accounts Assistant (June 2015 to March 2016)*

*Accounts Clerk (March 2012 – June 2012)*

* Handle accounts payable, petty cash reimbursement for Sundry & Logo division.
* Handle all expense invoices and payments except for PC & Notebook division.
* Handle Prepayments.
* Take up fixed deposit and interest income. Prepare fixed deposit schedules.
* Input GL code for GIN for own use and ensure all GINs received by Accounts.
* Key in fund transfer, phone card & postage stamp reimbursement.
* Check postage movement and key in postage usage for accounts dept.
* Verification of receipts to POS sales reports and Accounts Sales Listings, entering receipts into accounting system.
* Check sales invoices, credit notes and debit notes to ensure all documents are received by Accounts.
* Any other accounting / admin duties as assigned.

**Gupta Anil & Co.**

*Account Assistant (June 2009 to Jan 2010)*

* Preparing payment vouchers.
* Handling accounts payables.
* Handling partial accounts receivables.
* Generating sales invoices.
* Preparing Cheques.
* Verifying Supplier invoices.
* Communicating among various departments, suppliers, contractors and vendors.

**Summer Internship** (Financial analysis of annual report of Shades of India)

Shades of India Crafts Pvt. Ltd. *(May 2008 to June 2008)*

*Responsibilities*:

* Verification of stocks, fabric & accessories issue slip, cash voucher, Journal voucher, bank voucher & purchase voucher with ERP Software application.