SWETA KUMARI

BLK 401, WOODLANDS STREET-41

#02-26 SINGAPORE 730401

Email: sgu87566@gmail.com

**Contact (hp)-85713044/87268903**

**RESUME**

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**PERSONAL SUMMARY**

Dynamic and highly qualified bookkeeper with extensive knowledge of accounting principles. Taxation polices, and income tax procedures key strengths in planning, problem solving, and customer relations. Familiar with financial reconciliations, general ledgers, and regularly reporting.

**ACADEMIC:**

1. Bookkeeping & Accounts : Pass with merit in April ( Year 2016 )

(LCCI Level 1 & 2)

Institution : BMC International College (SINGAPORE)

1. B.A in political science

Percentage of Marks : 52% (Second Class)

Institution : Veer Kunwar Singh University (ARA)

(INDIA)

1. Intermediate Of Arts : 61% (First Class)

Institution : Inter College Bihiya (ARA) Bhojpur

(INDIA)

1. Computer knowledge : Diploma in Computer Application

(MS Word, Excel, Power Point)

**PREVIOUS EXPERIENCE**

**1.**

* Company Name : Luthar LLP.
* Duration : January 2019 to April 2019 (Contract)
* Salary : Last drawn (1200) for part time

**RESPONSIBILITIES:**

Work on Billing ,invoice, disbursement, data entry, scanning documents, Expenses, & general administrative .

**2.**

* Company Name : Creative Eatries
* Duration : 2017 June 2017 December
* Salary : Last Drawn 1800 for full time.

**RESPONSIBILITIES:**

* Work on the billing organization as a team player to complete daily reimbursement from client using tally software.
* Restaurant outlet invoice and data entry key in to excel file.
* Filing all invoice hard copies to keep record.
* General administrative duties assigned from line manager.

**3.**

* Company Name : Desh Engineering Pte. Ltd.
* Duration : May 2016 – 2017may
* Salary : Last drawn 1600 for full time.

**RESPONSIBILITIES :**

* Assist the accounts manger with the trading documentation and accounts related matters.
* General administrative duties.
* Data entry (filling, sorting, etc).
* Using MYOB Software Key In All Data Related to Disbursement, Sales, Purchases and Expenses.

**KNOWLEDGE OF:**

* Double account system
* Sales / Purchase
* Trade Receivable, Trade Payable
* Cash book and banking
* Petty cash book
* Trading account / balance sheet
* Manufacturing

**ACCOUNTS SKILLS AQUIRED WHILST STUDING**

* Knowledge of weekly payroll, purchase and sales invoices.
* Quickly responding to queries relating to invoices and payments.
* General office duties, answering phones, filing and distributing the post.
* Handling incoming cash and posting it into the relevant bank accounts.
* Reconciling payments with bills.
* Checking Purchase Invoices to Delivery Notes.
* Proficient in the use of computerized accounting system and spreadsheets.
* Accurately processing supplier invoices and credit notes.
* Monitoring customer accounts for non-payments and delayed payments.

**PERSONAL SKILL:**

* Quick learner of new concept & adaptable to them.
* Able to work in group or as an individual
* Able to manage the activities of the company and perform well.

**PERSONAL PROFILE:**

Father’s name : Srinnath shah

Date of birth : 03.03.1986

Nationality : Indian

Sex : Female

Ic No : S8677805Z

Martial status : Married

Languages Known : Reading /Writing: English, Hindi

Availability date : Immediate

Status in Singapore :PR (Permanent residence)

Expected salary : $2,000 Full Time/ 1,500 (Part Time)

Communication address : BLK-401 #02-26

WOODLAND ST-41

SINGAPORE - 730401

Mobile: 85713044/87268903

Email : swetagupta787@yahoo.com.sg

Declaration:

I hereby declare that all the statements made in this application are true to the best of my knowledge and belief.

Place : Woodland Sweta Kumari (SWETA)