

SHWETA SHREERAJ DAYAL

37/2, 'Rajlaxmi', Sadhnanagar soc., Opp, Chepirog Hospital, Karelibaug,
Vadodara – 390018.

Telephone: +91-8141853277

Email: shwetakhiste89@gmail.com

Mobile: +91-9898929748

PROFESSIONAL PROFILE

An exceptional leader who is able to develop and motivate others to achieve targets. I can demonstrate a strong ability to manage projects from conception through to successful completion. I perform effectively even within a highly pressurized working environment.

OBJECTIVE

To work at the post of an Accountant at higher level and enhance my knowledge of accounting with practical experience

CARREER SUMMARY**Dec-2016 to till Dhyani Automation****Account executive**

Responsibilities:

- All Entries in Tally and Busy Accounting software
- maintaining of stock physically as well as in busy software
- Entry of excise sales and purchase invoice in Tally and Busy software
- handling of payment and vendor follow up
- Preparation of Purchase order and sale order
- Checking availability of material in busy software.
- Handling of Audit work under CA's Team
- Preparation of vat, excise as well as Gst details
- online payment of Government dues and Client

- Posting and processing journal entries to ensure all business transactions are recorded
- Update account payable and perform reconciliation
- Preparation of weekly and monthly report.
- Export and import procedure as well as documentation.

March-2015 to Nov-2016, Nakoda optical Industries

Account executive

Responsibilities:

- Receive invoices or bills from vendors, get them sanctioned and arrange for payments through checks or bank transfers
- Collect the necessary information and the source documents related to the financial transactions from the concerned people in the organization to update the financial statements daily
- Maintain petty cash book and authorize payments done by cash by making entries under appropriate account head of the book.
- Submit monthly reports regarding the expenses and cash book balances
- Preparing and analyzing accounting records and financial statements reports
- Entry of excise invoice in tally and maintain record in RG-I
- Studying the reports given by auditors and CA and submitting them to the management
- Handling ledger accounts and keeping the check for any invoices or payments
- Making use of technology to develop, implement, modify, and document recordkeeping and accounting systems
- Preparing forms and manuals for accounting and bookkeeping personnel.

May-2012 to Feb-2015, Mahavir Engineering Company

Accountant and Admin Executive

Responsibilities:

- Make entries of the financial transactions of the organization and get them checked from seniors

- File and maintain a record of various supporting documents sent and received by the organization for reconciliation purposes
- Receive sales and purchase reports and note the amount of sales / purchase returns by recording the corresponding entries. Also, compute the amount of goods in stock.
- Prepare and send notices to debtors for remittance of bills.
- Maintaining the record of sales, purchase and Banking of company
- Record the day to day transactions in Tally ERP 9.0
- VAT, TDS and TCS
- Excise Billing
- Reconciliation
- Preparing the stock statement of company
- Preparation of Salary Sheet of Employees
- Working knowledge of ESI, PF, and Professional Tax for preparing salary sheet of Employees.

Educational Qualification:

Exam	Institute / Board	Subject	Class	Year
S.S.C.	G.S.E.B.	General	First Class	2004
H.S.C.	G.H.S.E.B	Accountancy	Distinction	2006
Desktop Publishing	I.T.I	Computers	First Class	2007
Bachelor In Commerce	M.S.Univesity	Accountancy	Second class	2009
Master Of Business Administration	Gujarat Technology University	Finance	First Class	2012

KEY SKILLS:

- Word, Excel, Access, PowerPoint, Internet & email, fast keyboard surfing, Tally ERP
- Good Communication Skill
- Good Typing Speed
- Able to working in under pressure
- In-depth knowledge of the accounting principles, book-keeping practices

- Ability to communicate effectively and coordinate work with other staff members for day to day activities
- Aptitude to analyze data for better understanding and to find out discrepancies in calculating or posting the data in accounts books

Current Salary& Expected salary:

- 1) Current Salary: 2.30 lacs p.a
- 2) Expected Salary: (As per Negotiation)
- 3) NOTICE PERIOD:- 30 DAYS

Personal Details:

Date of birth:	16 th January, 1989	Health:	Excellent
Nationality:	Indian	Hobby:	Music
Languages Known:	Hindi, English, Gujarati, and Marathi		
Marital Status:	Married		

I hereby declare that, to the best of my knowledge and belief the particular given above and the declaration made therein are true.

Sign:

Shweta Shreeraj Dayal