

CURRICULUM VITAE

Meera Kumari

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Personal Data

Gender : Female

Date of Birth :01, Jan, 1994

Name : Meera Kumari

Father name : Shri Satender Mistri,

Marital Status: Married

Nationality : Indian

Hobbies : Listening songs,
Reading books,
Singing.

Languages

Known : Hindi & English.

Permanent address

Meera Kumari W/o Raj

Roushan Mistri.

(village), Mocharim (post),

Bodhgaya, (DIST), Gaya,

PIN: 824231.

CAREER OBJECTIVE:

To be associated with progressive organization, that gives me the scope to apply my knowledge and skill to involve as a part of team and to work dynamically towards the growth & objective.

EXPERTISE SUMMARY:

- To be an asset to the organization I serve.
- Gaining knowledge as my motive.
- Giving prior importance to things.

ACADEMIC CREDENTIALS:

B.com(General):

University : I.G.N.U.

Year : 2010-2013

Percentage : 54.%

Intermediate[CEC]

:

College : S.P.Y College, Gaya
(Bihar).

Year : 2008-2010

Percentage : 63.%

SSC:

School : Govt Girls High School,
Rafi Ganj (Bihar)

Board : C.B.S.C

Year : 2007-2008

Percentage : 53.%

WORK EXPERIENCE:

- **Organization:** *Oaks Bodhgaya (Bodhi Hotel & Resorts pvt ltd.)*
- **Designation:** *Senior Accountant.*
- **Period:** *2022 Jun to till date.*

Job Responsibilities:

- *Preparing accounting entries and reconciling general ledgers.*
- *Providing detailed analysis and explanation of transactions.*
- *Supported senior account executive during audit preparation.*
- *Managed all incoming cash that is received by associates at the hotel.*
- *Reconciled daily cash deposits and made daily deposits at a local bank.*
- *Reconciled petty cash, balancing for reimbursement and providing first-line approval for payment.*
- *Prepared for the payment process by ensuring the completeness of supporting documentation for invoices.*
- *Established good communication with vendors and suppliers.*
- *Participated in monthly stock activities to ensure accurate inventory records at the end of each month.*
- *Maintained and prepared hotel payroll including summary registers and reports.*
- *Assisted with the completion of end-of-month task lists, as outlined by the corporate accounting office.*

- **Organization:** *Vikas Radiator pvt ltd.*
- **Designation:** *Accountant.*
- **Period:** *2021 Jan to 2022 April.*

Job Responsibilities:

- *Preparing Invoice.*
- *Preparing Bank reconciliation statement.*
- *Tally Data Entry of Journal, Payment, Receipt, Sales, Purchase and Contra Entries.*
- *Preparing Weekly Accounts Receivables and Accounts Payables Reports.*

TECHNICAL SKILLS:

- *Operating Systems: MS-Office*
- *Software: Tally (ERP.9) & IDS (7)*

PERSONAL SKILLS:

- *Self Confidence*
- *Positive Attitude*
- *Adaptability to the changing environment*