

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), Mocharam (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]

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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.
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- **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