**ARCHANA JAIN**

**Phone No. :** 8802848938 **E-Mail**: archana9788@gmail.com

**Profile Snapshot**

* Around 5 year of experience as Accountant in managing financial accounting from authorization of accounting transaction to, receivables & payables management, Cash Flow Management and mobilization of funds under multiple banking arrangement, tax planning and tax assessments.
* **Around two year of experience in teaching line as a Tution teacher from Nursery to VIth Class.**
* Proven expertise in overcoming complex business challenges, making decisions within high-pressure environments using experience-backed judgment, innovation, strong work ethic and irreproachable integrity
* Possesses significant leadership experience resulting in better performance

**Areas of Expertise**

* Overseeing financial statements viz., Trial Balance, Profit & Loss Account, Reconciliation of Accounts & Reports, age-wise analysis of receivables and payables.
* Operating Tally Prime for day to day accounting of the firm.
* Mobilization of funds under multiple banking arrangement, tax planning and assessments.
* Preparation of agreements viz., Partnership agreements, , ROC filings etc., and all other documents in connection with the business of the organization.

**Employment Details**

Presently Working as an Accountant in **KV & COMPANY (CS FIRM)**

**APRIL. 2019 – Till Date**

**Apart that also used to give tution till March 2023.**

Worked as an Accountant in **YONKER SKATES PRIVATE LIMITED**, DELHI, India.,MANUFACTURING COMPANY

**Highlights**

* Spearheaded the general day-to-day administration of Finance & Accounts Department from authorization of accounting transactions to verification, reconciliation and finalisation of accounts, coordinating with internal and statutory auditors for audits, etc.
* Responsible for preparation of financial statements, Reconciliation of Accounts & Reports, age-wise analysis of receivables and payables
* Accountable for verifying the cash book, bank books, day book, ledgers and BRS on daily basis in order to close the books of accounts on daily basis.
* Coordinating with Statutory and Internal auditors for smooth conduct of audits.

**Sep. 2011 – March. 2019**

**Academic Details**

* 10th passed from **C.B.S.E**
* 12th passed from **C.B.S.E**
* B.COM(pass) from **Delhi University**

**IT Skills**

* Done 1year Advance Diploma in **Complete Business Accounting.**
* Utilities **:** window xp professional, window 7 & 8, Microsoft office 2007
* Accounting knowledge: **T**ally 9.0 ERP, BUSY .
* Good typing speed

**Personal Details**

Date of Birth : 9th july1988

Father’s Name : Mr. Amar Chand Jain

Husband Name : Mr. Vishant Jain

Address : Indiabulls Centrum Park, Sector – 103, Gurugram.

Marital Status : Married

Language Proficiency : English, Hindi, Bundelkhandi.

Nationality : Indian

I think my working experience suits to your requirements and you will favour me with a job in your Organization.

Thanking you and looking forward to join your Esteemed Organization at the earlier.

Yours faithfully

**PLACE**: Gurugram

**DATE**: **(Archana Jain)**