

MONIKA SADABRIJ SINGH

**Building No-DR-2, Flat No. 619, Juhu. CHS, Ram Mandir Station
Road, Goregaon (W) Mumbai-400104.
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CURRICULAM VITAE

PROFESSIONAL SUMMARY:

Ambitious Accounting Assistant demonstrating strong background in Employee Expense Management and Vendor Relations. Skilled in managing Outstanding Invoices to reduce payment time. Fulfill role of Increased Responsibility to add value to dynamic accounting team.

Skilled (Admin/Officer) highly efficient at developing positive and productive working report with employees through open communication and clearly set guidelines. Experienced in Inventory Control Tracking and Vendor Negotiations. Diligent, hardworking and adaptable to dynamic environments.

PROFESSIONAL SKILLS:

- Preparation & filling of GST Return: (GSTR 1 & GSTR 3B) Reconciliation with GSTR 2A & 2B.
- Preparation & filling of TDS Return.
- Maintaining Book of Records.
- Maintaining Proper Filling & Documentation.
- Maintain Account Payable / Account Receivable.
- General Ledger Accounting.
- Preparation of Invoice.
- Handling Banking Related Works.
- Month-end-reports.
- Expense Report. (MIS Report)
- Bank Reconciliation.
- Financial Reporting.
- Maintaining Client Relationship.
- Handling Office Administration Works.

WORK HISTORY:

1. **Accountant & Administrator [VR Janta Rubber & Engg.] 1st June 2016 to 15th November 2020.**
 - Supervised daily book keeping operation with attention to accounts receivable, accounts payable, banking reconciliation and disbursements.

- Reported financial data and updated financial records in journals and ledgers.
- Directed clients to appropriate accountants, answered phone calls and replied to office email for excellent customer service.
- Assessed data and information to review entries, calculations and billing codes to proofread.
- Transferred data and (Excel) Documents during switch from (Software to software).
- Used mathematical abilities on daily basis to calculate and check figures in all areas of accounting systems.
- Reviewed General Ledger Entries and assessed accuracy.
- Office and Administration Work with Proper Filing & Documentation.

2. Senior Accountant [Safe Pro Service Private Limited.] 24th January, 2021 to 15th April, 2021.

- Bank Reconciliation.
- Reconciliation of GSTR 2A & Books.
- Preparation of TDS Working.

Currently Working Company.

3. Sr. Accounts Executive [DC2 (Dilip Chhabria)] 7th July, 2021.

- Bank Reconciliation.
- GST Tax Return filing (GST-1 & Reconcile Books Vs GSTR2A and GSTR2A Vs GSTR2B)
- Finance Report Every Month.
- Maintain the Cash Inflow and Outflow.
- TDS Deduction, Working & Reconcile.
- Manage Provision for Accounts Payable and Release Vendors Payments.
- Recovery for Accounts Receivable.
- Filing Individual (**Income Tax**)
- GST Return file (**GSTR-1 And GSTR-3B**) Monthly or Quarterly

EDUCATION:

- **SSC** Passed Out from Tata Compound Secondary Mumbai, MH.
- **HSC** Passed Out from Patkar Varde College Goregaon, Mumbai MH.
- **Graduation** Passed Out from Patkar Varde College Mumbai University.
- **Post-Graduation Diploma** in Financial Management (PGDFM) from Mumbai University Idol.
- **MA (Economics)** Pass out From Mumbai University Idol. (10th June 2022)
- **Currently Appearing LLB.**

PERSONAL QUALITY:

- Maintained Satisfactory Relation with Clients and Cordial Relations with Office Colleagues
- Leadership Quality

- Good Communication Skills
- Good Knowledge in Microsoft Excel.
- Manage all responsible for growing company revenue by effectively managing existing customer accounts and convincing new customers to purchase company products or services.
- Proficiency in all Microsoft Office applications and Customer Relationship Management (CRM) software.

EXPERIENCE:

- Experience of 6 Years as Accountant & Office Admin.
- Good Experience of Banking.

Skills / IT Skills:

- MS Office (6 Years' Experience).
- Tally ERP.9 / Tally Prime.
- Basic Excel and Advance Excel with Shortcut Keys.
- V-lookup, Pivot Table, Formulas etc.
- MS Power Point (PPT)

HOBBIES:

- Reading News Papers.
- Listening Music.
- Travelling.

PERSONAL INFORMATION:

- Father Name: Sadabrij Singh
- Date of Birth: 06th January, 1992
- Gender: Female.
- Nationality: Indian.
- Religion: Hindu.
- Marital Status: Unmarried.

Sincerely,

Monika

Singh.