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Belagavi, INDAIN 591317

## EDUCATION

MBA: Finance And HR  
**VTU COLLEGE BELGAUM,**  
BELGAUM, 2017

B.COM: Accounting And  
Finance  
**A.A.PATIL WOMENS  
COLLEGE CHIKKODI,**  
CHIKKODI, 2015

PUC  
**B K COLLEGE CHIKKODI,**  
CHIKKODI, 2012

S.S.L.C  
**SHARDADEVI HIGH  
SCHOOL. ANKALI,**  
ANKALI, 2010

# ANJANA CHOUGULE

## PROFESSIONAL SUMMARY

Highly organized and motivated Account Executive with demonstrated track record of building relationships with clients, developing successful sales campaigns, and managing teams of account managers. Skilled in financial analysis, customer service and problem-solving. Experienced in coordinating activities with various departments to achieve strategic objectives.

## SKILLS

- Tally ERP 9,
- Basic MS Office,
- MS Excel
- MS Word
- MS Power point

## WORK HISTORY

April 2019 - Current

**Anjana Chougule - Accountant Executive, Bengalore**

### Work Experience: -

Presently Working in Aerospace & Special Processes as "Account Executive", Bengalore.

### Roles & Responsibilities :

- Maintenance of Accounts in Tally with daily voucher entries for Sales Voucher, Purchase Voucher, Receipt Voucher, Payment Voucher, Journal Entry, Bank Entry debit note & credit notes voucher.
- Handling Petty cash.
- Preparing Bank Reconciliation Statements.
- GST Monthly Filing-GSTR-1 and GSTR-3B.
- GST Reconciliation and Filing, GSTR-2B Reconciliation.
- Maintained Customer ledger, input financial data and Reconciled accounts.
- Preparing outstanding list of debtors & making payment follow-up.
- Maintaining Stock inventory and Reconciliation of Stocks.
- Preparation of monthly Reconciliation Statements of sundry debtors and sundry creditors.
- TDS workings & Reconciliation.
- Processed company documentation, such as tax invoices, delivery challan, certificates.
- Preparing Salary Workings.
- E-way bill preparation.