

## **MRS. SHIVANI CHUGH**

8/37, Double Story, Vijay Nagar, Delhi-110009  
Mobile: 08588067207, E-Mail: shivaniduggal87@yahoo.in

**To obtain a challenging career that utilize my skills and provides and opportunity for professional development and growth**

### **AREAS OF EXPERTISE**

**Finance & Accounts:** Day to day Operation, Vendor Reconciliation, Bank Reconciliation etc.

**Statuary Compliance:** GST , TDS , EPF & ESIC

**Computer Skills:** Tally Prime Gold, MS Office, Busy

#### **Current Employment:**

#### **M/S CEMBOND CONSTRUCTIONS PVT LTD.**

It is corporate office of the Controlled to all over India at DSM-419-420, 4<sup>th</sup> Floor, DLF Tower, Najafgarh Road, Shivaji Marg, New Delhi 110015, since Jan 2018 to till date.

#### **Work Responsibilities:-**

- Entire responsibility for day to day purchases & sales.
- Responsible for stock reconciliation.
- Entire responsibility of Vendor Reconciliation.
- Bank Reconciliation on daily basis.
- Preparation of GST, TDS & submission of the same on monthly basis.
- Responsible for inter company reconciliation.
- Regular interaction with banks & ensuring completion of bank reconciliation on time.
- Completion of documents of Bank Guarantees.
- Make the payments of Creditors through NEFT, RTGS & ONLINE TRANSACTION.
- ESIC / EPF deposited in Monthly basis.
- Make the Salary Sheet & make the Pay slips also.
- Pay the Property Tax for every F.Y.
- Maintain the record for administrative record (i.e. Telephone Expenses, Electricity Charges, Credit Cards etc).
- Office Administration.

#### **M/S GLOBAL AGRO CORP.**

It is Corporate office of the Controlled to all over India at Plot No.-7, Ist Floor, West Punjabi Bagh, West Avenue, Punjabi Bagh, New Delhi-110026, since March 2016 to Dec 2017.

#### **Work Responsibilities:-**

- Entire responsibility for day to day purchases & sales.
- Responsible for stock reconciliation.
- Entire responsibility of Vendor Reconciliation.
- Bank Reconciliation on daily basis.
- Preparation of GST, TDS & submission of the same on monthly basis.
- Responsible for inter company reconciliation.
- Regular interaction with banks & ensuring completion of bank reconciliation on time
- Completion of documents for completing Foreign Payments.
- Maintain Cash Sheet & cash handling.
- Make the payments of Creditors through NEFT, RTGS & ONLINE TRANSACTION.

## **M/S ICEBERG FOODS LTD.**

It is Corporate Office of the Company Controlled to all over India at 9<sup>th</sup> Floor, Plot No B-2,3 & 4 North Delhi Mall -1 Netaji Subhash Place Delhi - 110034, since June -2011 to Jan-2015.

It is a fast growing India based Public Limited Company hold Manufacturing unit at Hyderabad, Haryana, Rajasthan, Mumbai, Bangalore and trading all over India in **Brand Name RC Cola Soft Drink and Soda, Packaging Water In Brand Name Kingfisher** Turnover of group company 500 Crore ( Annually ) of both Brand with their team efforts of management and employees.

**Posted :** Head office- Netaji Subhash Place, Delhi.

**Position Hold :** ( Accounts Executive )

**Reporting to :** (G.M Finance & Accounts Manager)

### **Work Responsibilities :**

Responsible for the following states West Bengal, Uttar Pradesh, Bihar and Madhya Pradesh to cross check overall Accounting on Tally 9.ERP with the following : -

- a) Monitoring accounting of transaction, manpower of accounts Department of all unit online basis,
- b) Responsible for finalization of books, Co-ordination with internal and external auditors of the company.
- c) Reconciliation of Bank Transactions, Debtors and Creditors bills and Statements, Vat Return and TDS Return Service Tax etc.
- d) Prepare and process accounts payable Cheque, wire transfers and online payments
- e) Check & Process Travel & Other Reimbursement Claims of Employees.
- f) Completion of documents for completing **Foreign Payments**.
- g) Ensuring booking of proper provisions in accounts

## **ACADEMIC CREDENTIALS**

B.Com (P)	2009	Delhi University, New Delhi
Intermediate	2006	C.B.S.E. Board, New Delhi
10 <sup>th</sup>	2004	C.B.S.E. Board, New Delhi
MBA in Finance	2011	Sikkim Manipal University

## **PERSONAL DETAILS**

Date of Birth	07 <sup>th</sup> August 1987
Father Name	Mr. Pawan Duggal
Marital Status	Married
Sex	Female
Language Known	English , Hindi & Punjabi
Tying Speed: -	60wpl
Notice Period: -	10 days
Experience: -	10 years

Date-  
Place: New Delhi

(Mrs. Shivani Chugh)