

ANJANA THAKUR

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Managerial Assignments in Accounts Management

EXECUTIVE SUMMARY

Accounts Manager with MBA (Finance) degree, 14+ years related work experience and a strong background in Finance and Accounting methodologies and practices. Diplomatic and tactful; skilled in effective interpersonal interaction. **Seeking** employment as a **Accounts Manager** in a reputed Organization.

CORE COMPETENCIES

- Financial Accounting
- General Ledger
- Online Bank Transactions
- Financial Reporting
- Cash accounting
- Accounts Receivable/Payable
- Financial Advice
- Bank Reconciliations
- Expenses Reconciliations
- Final Accounts
- Time Management
- Petty cash management
- Import & Export Documentation
- Inter Branches Reconcile
- Record to report

KEY DELIVERABLES

- ☞ **Well developed analytical skills** - Skillful at processing data/information, keeping records and tabulation.
- ☞ **Strong background in bookkeeping** includes General Ledger, Accounts payable/ receivable, Final Accounts and Reporting.
- ☞ **Expertise** in preparing financial statements, monitoring daily cash transactions, developing annual budgets and recording all financial activity for small to medium sized businesses.
- ☞ **Continuously updated and thorough** working knowledge of accounting principles and practices as well as Income Tax and Sales Tax laws.
- ☞ **Interact** professionally with all levels of staff and maintain the highest level of confidentiality; known for tact and diplomacy in handling sensitive issues.
- ☞ **Proven ability** to handle multiple, competing priorities in an effective manner.
- ☞ **Effectively** gather, analyze, **compile** and **synthesize** data into written reports.
- ☞ **Effective** communication skills, Hindi & English, especially written, combined with interpersonal strengths and a high degree of professional integrity.
- ☞ **Computer skills:** Tally (ERP 9), Microsoft Office (Word, Excel, PowerPoint), Internet browsing & email.

CAREER CONTOUR

1. **Since May, 2007 Till 31, July 2011 Worked as an Accountant in M/s Alpha Engineering Services , 3269 Street Door Wali Mori Gate Delhi 110006.**

Accountabilities

- Day to Day transaction related with purchase, sales, and journal, receipts, Cr Note, Dr Note and payments transactions,
- Bank Reconciliation,
- Preparation of Sundry Debtors & Sundry Creditors Ageing Analysis,
- Finalization of Profit & Loss A/c and Balance Sheet.

- Monthly TDS deposit, Income Tax deposit and filing of quarterly return.
- Preparation of Statement of requisition and Utilization of C Forms of Quarter wise.
- I can also give the mail to the party of A/c Statement, Quotation, C Form statement for the Internet.
- Bank Transaction of Dr & Cr in the bank.

2. Working as a Senior Accountant since 1st August 2011 till 28th February 2020 in M/s Scientific International Pvt. Ltd. (E Commerce & Publishing Industry) 4850/24, Ansari Road, Daryaganj New Delhi 110002

Accountabilities

- Verifications of Vouchers and involved in Auditing & Bank Reconciliation.
- MIS Reporting to Management on Monthly Basis.
- Preparation of Financial Accounting on Qtr Basis.
- Finalization of Profit & Loss A/c and Balance Sheet,
- Preparation of provisional Balance for the purpose of bank loan.
- Preparation of aging analysis Account Recievable & Account Payable Finalization of Profit & Loss A/c and Balance Sheet,
- Monthly TDS deposit on Contractors, Salary & Rent, Professional, Interest , Commission Income Tax deposit and filing of quarterly return.
- Handling Cash Book in the company & preparing Salary sheet in the salary Account
- ESI & PF Transaction in the company
- Bank Transaction of Dr & Cr in the bank.
- Preparation of Import & Export Documentation work from the bank.
- Royalty of Authors yearly Basis.
- GST Sales Summary, Purchase summary, Expenses summary also.
- GSTR1 Prepare by manually & online.
- GST Tax Deposit online under RCM.
- Handle Branches in all over India & World.
- Finalise Foreign Accounts & reconcile the statement for Monthly or Qtr Basis.
- Finalise of Online Accounts of Amazon (India) Flipkart for Monthly basis E Commerce.

3. Working as an Accounts Manager since 1st March 2020 till date in M/s G&T Oilfield & Offshore Services Pvt Ltd F-04 & 05, Triveni Comercial Complex Sheikh Sarai Phase 1 New Delhi 110017

Accountabilities

- Verifications of Vouchers and involved in Auditing & Bank Reconciliation.
- MIS Reporting to Management on Weekly Basis.
- Preparation of Financial Accounting on Qtr Basis.
- Finalization of Profit & Loss A/c and Balance Sheet,
- Preparation of provisional Balance for the purpose of bank loan.
- Preparation of aging analysis Account Recievable & Account Payable Finalization of Profit & Loss A/c and Balance Sheet,
- Monthly TDS deposit on Contractors, Salary & Rent, Professional, Interest , Commission Income Tax deposit and filing of quarterly return.
- Handling Cash Book in the company & preparing Salary sheet in the salary Account
- ESI & PF& Professional Tax Transaction in the company
- Bank Transaction of Dr & Cr in the bank.
- Annual Return GSTR 9 Prepared.
- GSTR1 & GSTR3B Prepare online.
- GST Tax Deposit online under RCM.
- Handle Branches in all over India & World.

- Finalize Foreign Accounts & reconcile the statement for Monthly or Qtr Basis.

CERTIFICATIONS / TECHNICAL SKILLS ATTAINED

- MS Office (MS Word, MS Excel, MS Power Point) and Knowledge of ERP
- Certificate in Stenography in English
- Certificate in Computer 'O' Level
- Certificate in Tally ERP 9 ,Tally 7.2, 5.2, & Busy

ACADEMIC CREDENTIALS

2011	MBA (Finance) Sikkim Manipal University of 72%
2008	Bcom (Pass) Delhi University of 50%
2004	12th Commerce Saryodya Kanya Vidhyalya GTB Nagar Delhi of 50 %
2002	10 th From Delhi Police Public School Safdarjung Enclave Dehi 110016 of 52 %

PERSONAL DOSSIER

Date of Birth:	18 th March 1986
Husband name:	Mr. Ravi Thakur
Nationality:	Indian
Sex:	Female
Marital status:	Married
Address:	H.No. A-53, Street No-02 , Amrit Vihar , Burari , Delhi-110084
Passport Number:	L8566792 (Valid Till 16/04/2024)