

**Monal .M. Desai**

6, evergreen apt, N.P. Thakker road,  
Near Rajpurya hall Vile Parle(East) Mumbai - 400057.

Mob.: 9920862788  
D.O.B – 14/08/1988

Email: monci.51427@gmail.com

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**ACADEMIC CREDENTIALS:**

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Certificate/ Degree	University Name	Year Of Passing	% / Grade
<b>MMS Finance</b>	Atharva Institute of Management Studies, (Mumbai University)	2015	64%
<b>Graduation BCOM</b>	M.K Sanghvi college of commerce(Mumbai university)	2009	53%
<b>HSC</b>	M.K Sanghvi college of commerce(Mumbai university)	2006	66.06%
<b>SSC</b>	H.M.N English high school(Mumbai university)	2004	70%

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**ADDITIONAL PROFICIENCY:**

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➤ Computer Proficiency:

- ✓ Knowledge of M.S Word, M.S. Excel, M.S. Power Point, M.S. Publisher.
- ✓ Certificate course of Tally & Spectrum (accounting programme)
- ✓ Certified in computers

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**WORK EXPERIENCE**

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- 3months worked with Svt college(Santacruz)
- 3years worked with Usha Mittal Institute of Technology college, Santacruz as assistant accountant & administar (SNDT women's university, Santacruz)
- Worked with Intime consultancy (Chartered Accountant Firm) as accounts executive and as project handle.
- Worked with TVC Sky Shop, as Senior Accounts Executive.
- Working with Pixabits technology Pvt Ltd, as Senior Accounts Manager.

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**WORK HANDLED**

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1. Voucher making, voucher Processing, Data entry of Voucher in accounts software (Tally ERP And Spectrum), cheque preparation, Reconciliation of fees and accounts.
2. Preparation of Profit & Loss account and balance sheet.
3. Payroll of Staff
4. Finalization of accounts for 2011-2012, 2012-13, 2013-14 of Usha Mittal Institute of Technology, Engineering college – SNDT women's University.
5. Handled accounts of Actor Prepares company (Prop. Mr. Anupam Kher), Polyflor International Ltd.
6. Worked in Scotia Bank as HR and admin officer.
  - ✓ Salary of staff
  - ✓ Staff leave records
  - ✓ Handling HR work
  - ✓ Accounts of bank
  - ✓ Taxation
  - ✓ Preparation of Management information reports
  - ✓ Accounting-Loan book daily entries
  - ✓ Maintaining and updating Personal Records
  - ✓ All Hr related matters
7. Handling petty Cash
8. Worked in Microsoft Ep system.
9. TDS handling.
10. Handled Receivables.

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**Summer Internships (During Post-Graduation):**

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Company : Usha Mittal Institute of Technology, SNDT womens university

Project Title : Overview of finances in education institute

Organization Dept: Finance & administration

Description : Payroll, handling accounts, making financial statements, finalizing books of accounts

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**EXTRA CURRICULAR ACTIVITIES**

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- Won intercollege cricket trophy as vice captain of team
- Participated in debate event at Atharva institute of Management studies

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**OTHER INTEREST:**

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- Playing Cricket
- Watching movies
- Listening music
- Surfing on Internet.

Place: **Mumbai**