

CURRICULUM VITAE

UJWALA VIJAY LANJEKAR

E-mail: ujwalalanjekar7@gmail.com

Mobile No.: 8097000314

Objective:

To obtain a respectable position with an organization, that will utilize my experience and knowledge in a professional business environment.

PERSONAL INFORMATION

NAME : UJWALA VIJAY LANJEKAR.
DATE OF BIRTH : 12th April, 1992.
GENDER : Female
MARITAL STATUS : Unmarried.
NATIONALITY : Indian
LANGUAGES KNOWN : English, Marathi & Hindi
PRESENT ADDRESS : Shivganga Building No.2,2/16,
Near New Gavdevi Mandir, Navapade,
Subhash Road, Dombivali, West.

EDUCATIONAL QUALIFICATION

Institute/University	Degree/Examination	Grade	Year
Mumbai University	M.Com.-I	Passed	2014
Mumbai University	B.com	1 st Class	2013
State Board	12 th	2 nd Class	2010
State Board	10 th	2 nd Class	2008

PROFESSIONAL QUALIFICATION:

MKCL	MS-CIT	82	2010
MKCL	TALLY ERP 9.0	A	2014
TYPING	MARATHI	30	A
TYPING	ENGLISH	30	B

WORK EXPERIENCE:

Orchid Impex Pvt. Ltd. (Current)

- ✓ Enter posting of Purchase Order, Purchase, Sales Order, Sales, Payment , Receipt collection & journal voucher.
- ✓ Daily Stock Maintain
- ✓ Knowledge of TDS & GST
- ✓ Verification of bills & Reconciliation
- ✓ Bank, Debtors & Creditors Reconciliation
- ✓ Maintain Cash transaction & Petty Cash book, Preparing Cash.
- ✓ Day to Day Cash & Bank transactions.
- ✓ Preparing outstanding list of Debtors & making Payment follow-up.
- ✓ Sales & Purchase total reconciliation of account calculating GST.
- ✓ Reconciliation of Bank Statement at the end of month.
- ✓ GST (GSTR-1 & GSTR-3B) Return Filling & TDS Working (Monthly online payment).
- ✓ Maintain Salary register in MS-Excel.

GENOVA DYERS (June 2017 to July 2018)

- ✓ Enter posting of purchase, sales, payment, receipt collection & journal voucher.
- ✓ Knowledge of TDS & GST
- ✓ Verification of bills & Reconciliation
- ✓ Bank, Debtors & Creditors Reconciliation
- ✓ Maintain Cash transaction & Petty Cash book, Preparing Cash.
- ✓ Day to Day Cash & Bank transactions.
- ✓ Preparing outstanding list of Debtors & making Payment follow-up.
- ✓ Sales & Purchase total reconciliation of account calculating GST.
- ✓ Reconciliation of Bank Statement at the end of month.
- ✓ GST (GSTR-1 & GSTR-3B) Return Filling & TDS Working (Monthly online payment).
- ✓ Maintain Salary register in MS-Excel.

Gargi Enterprise (25th July 2016 to May 2017)

- ✓ Daily Sales & Purchase Entry
- ✓ Performing invoice processing, sending payment reminders, and updating accounts
- ✓ Reconciled Purchase, invoice and payment received
- ✓ Managed petty cash transactions on a daily basis
- ✓ Deposited cash and check in bank and made entries in the computer system
- ✓ Handled office inventories and made check payment to vendors
- ✓ Monthly TDS, VAT, CST working & TDS online Payment
- ✓ Monthly Stock Statement Sent to Bank

Jariwala, Shah & Sanghavi chartered accountant as Accounting

Assistant (May 2015 to June 2016)

INTERESTS & HOBBIES

- Surfing Internet.
- Sport
- Listening Music.

DECLARATION:

I hereby declare that the information furnished above is true and correct to the best of my knowledge.

Date:

UJWALA VIJAY LANJEKAR