

RESUME

Ms. Madhuri Ashok Mungle.

Block No 13, Room No 2,
Gopal Hospital Road, Shiv
Road, Ulhasnagar- 1.

Email: - munglemadhuri1990@gmail.com

Mobile: +91-8369283260 / 9619177291

Career Objective

Account Assistant (Urja Group Of Companies) Ambitious & enthusiastic Accounts professional dedicated to providing outstanding client based services and cost control. Detail oriented, performing a high volume of Accounting Transactions with a commitment to accuracy. Enthusiastic team player readily establishes positive relationships with multiple client's creative thinker.

KEY Skills:

- Hands on experience on Tally ERP 9.2 for recording accounting entries.
 - Advance Excel: Handy with some of the important functions like VLOOKUP, PIVOT TABLE etc.
 - Microsoft Outlook: Emailing, Scheduling team meetings and web ex.
 - Efficient typing skills with a speed of 40 W.P.M for English.
 - Hands on experience of MS Office Tools i.e. Word and PowerPoint.
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Career Highlights:

Process all the Accounting Transactions viz. Journal Entries, Ledger Posting, reporting directly to the Senior Accounts Manager, managing GST and Tax Related work like TDS, GSTR etc. Assist the clients on their business needs. Contact clients to resolve missed deliveries, and pricing discrepancies.

Professional Experiences:

Work Experience:

**Urja Group of Companies Fort, Mumbai,
Maharashtra**

Position:

Account Executive

Experience:

10 Year 4 Month

Working Skills

- ❖ Maintain accurate and organized order files, order acknowledgments and customer contact Information.
- ❖ Proactively communicate in a timely manner with internal and external customers about TDS, GST Calculation & Payment.
- ❖ Follow up with Debtor and creditors of the firm for the payment collections.
- ❖ Timely Reporting and Maintains and presents accurate and organized data of processed transactions to local leadership.
- ❖ Updates daily/weekly trackers and communication to sites through agreed daily/weekly metrics.
- ❖ Prepares Bank Reconciliation Statements as per Accounting Practices and Procedure up to the Finalization.
- ❖ Maintains client's satisfaction by delivering timely deliverables and task assigned as per defined accuracy and timeliness standards.
- ❖ Drives and participates in resolving payment issues and proactively communicates with clients to get it resolved.
- ❖ Preparation of TDS Statements for a Company up to Finalization.
- ❖ Preparation of Statement of TAX Liability for Central Excise, MVAT and CST.
- ❖ GST Payment Data preparation and also responsible for timely payments of GST to the Government Account.

Educational Qualification:

□ B. Com	2012
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Mumbai University Mumbai Maharashtra.	1st Class
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□ XII th	2008
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RKT College Mumbai, Maharashtra.	1st Class
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□ X th	2006
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Mitra Mandal School State Board Mumbai Maharashtra.	1st Class
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Certifications:

- Successfully completed the Certificate Course in Tally ERP Version 9.2.
- Efficient typing skills with a speed of 40 W.P.M for English.
- MS Office Tools i.e. Word and PowerPoint

Interest & Activity

Reading Books, Listening to Music

Personal Information:

Name : Madhuri Ashok Mungle

Father's Name : Ashok Mungle

Permanent Address : BK-13, Room-2
Gopal Hospital
Near Shiv Road
Ulhasnagar -1

Date of Birth : 22 Nov1990

Marital Status : Married

Language : English, Hindi & Marathi

Date: __/__/2021

(Madhuri Mungle)

