

SARIKA KUMARI

Chhatarpur, New Delhi, 110074 | +918287740465

sarika97kumari@gmail.com

CAREER OBJECTIVE

Highly creative and ambitious individual seeking a job opportunity in a progressive institution that allows me use and strengthen my interpersonal skills, academic knowledge and experience. Strive to achieve professional excellence with active participation, perform team – oriented task, take up immediate challenges and deliver valuable results to meet the organizations' objectives thereby contributing to the success of the organization.

PROFILE SUMMARY

- 3.5 years of experience as Accounts Executive
- Extensive knowledge on accounting applications such as Tally Prime, Erp-9, Busy, Web e-TDS, Clear Tax, Compu Office, Traces etc.
- Day to day bookkeeping, Billing and Bank Reconciliation, Vouchers and Ledgers update, payment to vendors.
- Maintain Payment and Receipts, Debit notes, fill Pay slips and KYC forms, keep Records of all files.
- Prepare monthly Salary on excel sheet, Record of Petty Cash, Stock Maintain and keep detail in register and all.
- Hands on experience with GST portal handling, GST & TDS returns.
- Highly flexible and capable of learning new tools and applications

ORGANISATIONAL EXPERIENCE

- Currently working in Telemachus High-Tech Pvt. Ltd, Delhi as an Accounts Executive Officer since Feb 2023.
- 6-month experience as an Accountant in Om Sai Marbles, Delhi from May 2022 to October 2022.
- 2.5 years of experience in B. Chhawchharia & Co, Delhi as an Accounts Assistant from August, 2019 to April, 2022 .

PROFESSIONAL SKILLS

- Diploma in Financial Accounting
- Tally
- MS Excel and Word

EDUCATION

EXAMINATION	BOARD/UNIVERSITY	PERCENTAGE/CGPA
M.Com	IGNOU	61
B.Com	SOL(DU)	55
12	CBSE	69
10	CBSE	7 CGPA

STRENGTH

- Self- Motivated
- Positive & Goal Oriented
- Strong Desire to Learn New Things