

## **CURRICULAM VITAE**

**VINITA PURUSHOTHAM KANCHAN**

**Mobile: +91 9769707257**

**Email: vinithakanchan@yahoo.com**

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### **Objective**

I desire to work in a competitive environment and execute challenging assignments to the benefit of my employer. This in turn will enable me to leverage my skills and abilities to the fullest and enhance them.

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### **Professional Experience: 1 Year**

**Icons Futuretech Private Limited**

**01<sup>st</sup> Jan 2022 to 31<sup>st</sup> Jan 2023**

**Location: - Andheri (West)**

**Role – Account Executive**

**Responsibilities:**

Bank Reconciliation done daily bases.

Handling Petty Cash & Cash Flow.

Resolving issues/queries of other team members.

Sales & Purchase Receipt & Payment, JV booked in tally.

Issuing Debit and Credit Note and also making entry's in Delivery Challan, sending Proforma Invoice.

All Indirect Expenses Journal Entry Passed.

Daily Sales report upload.

Outstanding Balance or Ledger confirmation provide to debtors and creditors.

Handling admin department and preparing invoices.

E-mail Received & Reply they Mail.

Telephone Operate.

Proficient with Excel and Word.

### **Professional Experience: 1 Year 10 months**

**Adroit Coporate Services Private Limited**

**06<sup>th</sup> Aug 2018 to 14<sup>th</sup> June 2020**

**Location: - Andheri (East)**

**Role – Account Assistant**

**Responsibilities:**

Cheque Printing

Maintained files, and computerized accounting databases

Scanned and filed all paper documents into office network.

Maintained confidential information, such as pay rates, bank account numbers and social security.

Verification of bills. Analyzed examined and interpreted account records, compiled financial information and reconciled reports and financial data.  
Process journal entries and perform accounting corrections to ensure accurate records.  
Bank Reconciliation done daily bases.  
Handling Petty Cash & Cash Flow.  
Resolving issues/queries of other team members.  
Sales & Purchase Receipt & Payment, JV booked in tally.  
All Indirect Expenses Journal Entry Passed.  
Daily Sales report upload.  
Outstanding Balance or Ledger confirmation provide to debtors and creditors.  
Handling admin department and preparing invoices on cloud.  
Working of Service Tax Payment and Half-Yearly Returns.  
E-mail Received & Reply they Mail.  
Telephone Operate.  
Proficient with Excel and Word.

**Professional Experience: 9 months**

**Mehul Book Sales**

**03<sup>rd</sup> Oct 2017 to 04<sup>th</sup> Aug 2018**

**Location: - Fort**

**Role – Accountant**

**Responsibilities:**

Making Entries in Tally, Purchase Entry, Sales Entry, Debit Note and Credit Note,  
Payment Entry, ReceiptEntry, Journal Entries,  
Bank Entries, making entry's in Delivery Challan.  
Process journal entries and perform accounting corrections to ensure accurate records.  
Handling verification department through email and calls.  
Employment verification, Education Verification, Address verification.  
Verification of Clients Candidates and verifying through emails.

**Professional Experience: 2 Years 7 months**

**I.B.D. Books & Periodicals Private Ltd.**

**10<sup>th</sup> Feb 2015 to 30<sup>th</sup> Sept 2017**

**Location: - Colaba**

**Role – Book Shop Department**

**Responsibilities:**

Billing, making Purchase Entry, Sales Entry.  
Issuing Debit and Credit Note and also making entry's in Delivery Challan,  
Sending Proforma Invoice, attending Inquiries.  
Maintaining report in excel and word.

**Professional Experience: 8 months**

**Mogaveera Co-operative Bank**

**06<sup>th</sup> Mar 2014 to 08<sup>th</sup> Oct 2014**

**Location: - Churchgate**

**Role – Loan Department**

**Responsibilities:**

Processing Loan like Mortgage Loan, Housing Loan, Overdraft, Easy Loan, Drafting Letter, Hypothecation Loan, Surety Loan, SOD, Maintaining Loan Registers, Documentation journal entries in tally

**Educational Qualifications:**

Qualification	Board/University	Passing Year	Grade
S. S. C.	Maharashtra Board	2007	Second Class
H. S. C.	Maharashtra Board	2009	Second Class
B.com.	Mumbai University	2013	Second Class
Diploma in Financial Accounting	NIIT	2013	Completed

**Personal Details:**

Name : Vinita Purushotham Kanchan

Father's Name : Purushotham Para Kanchanh

Address : Theresa Apartment, "A" Bldg, "B" Wing, Room No. 307,  
Lepora Street, Bhayandar (West)  
Mumbai- 401101.

Date of Birth : 26<sup>th</sup> October 1991

Gender : Female

Marital Status : Unmarried

Language Known : English, Marathi and Hindi.

Hobby : Music, Movies, Dance, Outdoor Games.

**COMPUTER LITERACY:**

- ☐ Working Knowledge of MS Office, Advance Excel, Ms Excel.
- ☐ Accounting Software like: - Tally 9 ERP, Tally Prime

I do here by declare that the particulars of information and facts stated here in above are true, correct and complete to the best of my knowledge and belief.

Place: Mumbai

Yours faithfully,