

# Anu Wadhawan (Accounts & Finance Executive)

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## CAREER OBJECTIVE

- To achieve success in life & career, contribute to the success of my organization through my hard work, honesty and sincerity. Always ready to take new challenges.

## KEY SKILLS

- ACCOUNT PAYABLE
- ACCOUNT RECEIVABLE
- ORACLE – NET SUITE
- TALLY PRIME
- TALLY ERP9
- HD POS
- DEBTORS & CREDITORS RECONCILIATION
- BANK RECONCILIATION
- GST RECONCILIATION
- INTERBRANCH RECONCILIATION AT MONTHLY BASIS
- MAINTAIN TRANSPORTATION EXPENSES
- MAINTAIN LOGISTICS EXPENSES
- INVOICING
- PAYROLL PROCESSING
- ESIC
- EPF
- E WAY BILL
- PAYMENT FOLLOW UP
- EXPENSE RELATED ENTRIES
- IMPORT EXP. ENTRIES
- MAINTAIN DEBIT & CREDIT NOTE
- PREPARE GST DATA
- PREPARE TDS DATA
- PURCHASE ENTRIES
- PREPARE DAILY COLLECTION REPORT
- Proficient in handling the overall functioning of processes & implementing processes / procedures  
In line with the pre-set guidelines.

## **CAREER CONSPECTUS**

**MAXAS FACILITY MANAGEMENT PVT. LTD. as Payroll & Accounts Executive from June 2017 – May 2019**

**VKC NUTS Pvt. Ltd. Noida as Finance & Accounts Executive from May 2019 – Till date**

## **ACADEMIC CREDENTIALS**

- ⇒ Passed 10<sup>th</sup> from UP Board
- ⇒ Passed 12<sup>th</sup> from UP Board
- ⇒ Passed B.Com from CCS University
- ⇒ Passed M.Com from CCS University
- ⇒ Passed MBA from Subharti University

## **PERSONAL VITAE**

Date of Birth	:	July 18, 1992
Language known	:	Hindi , English & Punjabi
Marital Status	:	Married
Father's Name	:	Mr. Harbansh Lal
Hobbies	:	Listening music, interacting with people

Place: New Delhi  
Date:

(Anu Wadhawan)