

SUNITA R.SANKA

Permanent Address:-

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Objectives: -

Aspiring to associate with the organization that offers me opportunities to grow both as an individual, professional, play constructive and effective role in organization growth. Developing long-term relationship with the organization.

Formal Education:-

EXAMINATION	<i>INSTITUTE</i>	<i>BOARD/ UNIVERSITY</i>	YEAR OF PASSING	CLASS/PERCENTAGE
M.COM – I	SIWS College	Mumbai University	Mar – 2010	64%
B.com	Siddharth college of commerce and economics	Mumbai University	Mar – 2009	64%
H.S.C.	SNDT College	Mumbai University	Mar – 2006	67%
S.S.C	Holy Cross High School	Mumbai University BOARD	Mar – 2004	63%

Other Qualifications :-

1. Certified Course of "MS-Office" in July 2007 with **First class**.

Work Experience :-

A. Worked with ICICI Prudential Life Insurance Co. For 1 Yr 9 Months

1. Maintaining & processing of Clients Medical & Financial documents & entering Clients personal information on specially built ICICI software.

B. Working with PRINCE PIPES & FITTINGS PVT.LTD. (From last 6yrs) as Accounts Officer

1. Handling Accounts relatated activities.
2. Posting of Sales & Purchase Invoices in Navision (Prince Software)
3. Keeping track of all Expenses related bills & booking the same bills entry in Navision Software.
4. Preparing Service Tax of GTA & Rent in every qtr.
5. Preparing Monthly cash MIS Report.
6. Processing the TDS for payments every month.
7. Doing Ledger Scrutiny.
8. Preparing Sales Tax VAT working.
9. Booking various Expense bills & Cash vouchers.
10. Preparing Credit Notes & Debit Notes.
11. Passing Interest booking entries (of Unsecured Loan parties)
12. Passing the Salary Entries every Month (Salary,PF,Reimb,ESIC,PT)
13. Doing the weekly payment checking.
14. Passing the Payments, Receipts, and Shares Sales & Purchase Entries in Tally.
15. Doing the Income Tax Assessment – Scrutiny Work.

Additional Knowledge :

1. Knowledge of Tally 7.2 Version.

Personal Details :-

- **Languages Known:** - English, Hindi, Marathi & Telugu.
- **Hobbies:** - Reading Books, Cooking & Watching T.V.

I will do my work with full efforts & will never let the company expectations on me go down.
Will do my work with honesty & will treat it as my own responsibility.

The above mentioned information are true & correct by my knowledge.

