**Archana k. chavan.**

Phone :- 7718804323 Email: **chavan.archana4@gmail.com**

**Current Work Experience & responsibilities:**

Working with Reliance Industries Ltd. as Assistant Manager (From February, 2014)

**WORK EXPERIENCE**

Organization : Reliance Industries Ltd

Department : Accounts Payable

Position : Assistant Manager

Duration : February 2014 till date.

Current CTC : INR 302000/-

Notice period : 3 month

**Roles and Responsibilities:**

* Review and verify invoices and check request.
* Sort, code and match invoices.
* Set invoices up for payment.
* Enter and upload invoices in to SAP.
* Reconcile accounts payable transactions & maintain vendor files.
* Monitor accounts to ensure payments are up to date.
* Research and resolve invoice discrepancies and issues.
* Correspond with vendors and respond to inquiries.

**Previous Employer Detail:**

|  |  |  |
| --- | --- | --- |
| **Name of the Organization, Location** | **Experience** | **Designation** |
| Trident logistics, Airoli | Dec 2011 to feb 2014 | Account Executive |

**ROLES :**

1) **Providing**accounting support.

2) Maintaining accounts entries of Payment, Receipt and contra, purchase and sales, journal entries in tally.

3) Maintaining outstanding

4) Preparing Vouchers( Cash), Handling and writing cheques.

5) Preparation of sales invoices and Proper documentation

6) Preparation of Bank Reconciliation Statement

**Qualification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree/Standard** | **University/Board** | **Name of Institute** | **Passing Year** |
| **B.COM** | **Mumbai University** | **K.B.Patil College, Vashi** | **2009** |
| **H.S.C** | **Mumbai University** | **K.B.Patil College, Vashi** | **2006** |
| **S.S.C** | **Mumbai University** | **IES School ,Vashi** | **2004** |

# Computer Competency

****Completed 4 months course of a Tally 9.0 from vashi, Navi Mumbai.

****Typing (English) having speed 30 w.p.m

****MSCIT-2008 with 68%

**Personal Details:**

# INTERESTS/ HOBBIES

I Like listening to music.

# PERSONAL DETAILS

Date of Birth - 7th July 1988

Address - Sitaram building E/14, 1st floor market road, crowford market Mumbai-400001

Sex - Female.

Nationality - Indian.

Marital Status - Married.

Languages Known - English, Hindi, and Marathi**.**

**Declaration:-**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Date: \_\_\_\_\_\_\_\_ Place: Mumbai

Signature \_\_\_\_\_\_\_\_\_\_\_