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| **RESUME** | |
|
| **Name** | **Vijita Manakat** |
| **Address** | A/505, Narmada Gagan, Near Ramdev Park Junction, Mira Road East, Thane - 401107 |
| **Mobile No** | 9769186630 |
| **Office Phone** | - |
| **E-Mail** | [Viji\_vish@ymail.com](mailto:Viji_vish@ymail.com) |
| **Date of Birth** | 18/08/1988 |
| **Languages** | English, Hindi, Marathi & Malayalam |
| **Hobbies** | Reading, Surfing & Traveling |
| **Nationality** | Indian |
| **Marital Status** | Married |
| **Total Year of Experience** | 11+ years |
| **Current Annual pay** | - |
| **Notice Period** | Immediate Joining |
| **Educational Qualification** | Graduate B-com |

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| **Examination** | **Board/** | **School /College** | **Year of passing** | **Percentage** |
| **University** |
| B.com | Maharashtra |  | 2008 | 55% |
| H.S.C | Maharashtra |  | 2000 | 71% |
| S. S. C. | Maharashtra |  | 1998 | 50% |

**OBJECTIVE:**

To work in a dynamic environment which gives me an opportunity to incorporate the knowledge and skills instilled in me to accomplish organizational goals and objectives efficiently together with a scope of self-advancement.

**Details:**

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| **Work Experience:** |
| **Maharashtra Metal Works PVT LTD:**  **Accountant Cum Admin: 2009 to 2021 –** Handled various accounting related Jobs with admin work which included Cash & Bank related activities, Accounts Payable, Accounts Receivable, Bank Reconciliation, General Ledger Accounting, GST filing, GST Annual return preparation, ESI, PF, Head count tracking for Payroll calculation, Import and Export documentation, TDS, Insurance, Trial balance monitoring, Balance sheet preparation and submission to auditor, Income Tax data submitting to auditor and also filling the returns when needed etc |

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| **ROLES & RESPONSIBILITIES:** |
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| \*\* To Prepare all Bank Reconciliation Statement on Monthly Basis.  \*\* To Handle Entire Bank & Cash Operation.  \*\* Day to day general accounting.  \*\* Preparing and Maintaining Sales and Purchase orders.  \*\* To Monitor and follow up with Vendors & Parties for order related work.  \*\* Ensure Purchase/Stock Receipt/Purchase Return/Stock Transfer Entries are maintained properly  \*\* To Prepare Annual/Monthly reports.  \*\* Assisted CA with all accounting related requirements.  \*\* To Prepare Monthly Expense Report for Managers.  \*\* Follow-up Sundry Debtors for collection.  \*\* To Prepare and maintain Attendance for staff and ensure monthly salary in done on timely basis  \*\* Timely Preparation of Monthly Sales Tax Dues & Return on time.  \*\* VAT & Service Tax, TDS etc., Return Submit & Assessment.  \*\* Debtor’s Reconciliation & Quarterly Balance Confirmation from Dealers.  \*\* Co-ordination with CA and managers on their requirement on day to day basis.  \*\* TDS: Preparation and filing of E-TDS return on quarterly basis & ensure timely monthly Payment.  \*\* Maintaining various registers like Cashbook, Bankbook, Purchase register, Sales register, Petty cashbook, Journal register etc.  \*\* All General Ledger Reconciliation. |

**Computer Proficiency:**   
Computer Basics  
Tally 7.1 & 9.0  
Complete Business Accountant (CBA) (includes Basics, Tally, Ace, Fact, Advance Accounting, Tax (Direct and Indirect), Costing, Investment and Corporate Law.) from IIJT Thane.

**DECLARATION:**   
I hereby declare that all the above information’s are true and accurate of my knowledge.

Date:

Place: Mumbai

**Thanks and Regards**

**Vijita Manakat.**