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|  |  | MALA MOTI SINGH  To pursue an ambitious growth to focus on professional areas, by maintaining high standards of performance, through learning, hard work, sincerity and a “consultative” approach in providing solution to Management & Customers. |
| Contact PHONE:  8380048829 ADDRESS B/702 WISTERIA, SUYOGNAGAR BHABOLA RD, VASAI (W)-401202.  EMAIL:  malasingh1981@yahoo.com Hobbies Listening Music  Dancing  Travelling languages English  Hindi computer skill MS Word  MS Excel  Tally ERP 9 |  | EDUCATION **2004-** **BCOM**  Mumbai University  **2001-** **HSC**  Maharashtra State Board of Secondary & Higher Secondary Board Pune **1999- SSC** Maharashtra State Board of Secondary & Higher Secondary Board Pune WORK EXPERIENCE & JOB RESPONSIBILITIES **OCT 2018- MAY 2023 Account Executive**  **Pride Motors**   * Feeding of Sales Bill, Purchase Bill * Handling cheque receivable / payable * Downloading of bank statement & reconciliation on monthly basis. * Perform bank transfers like RTGS, NEFT & outward remittances. * Monthly stock statement * Managing cash & payouts. * Vouching of all sales, purchase & bank statement * Handling RTO related work & queries of customer.   **JUNE 2015- MARCH 2018 Account Executive**  **M/s Jyoti Plast**   * Handling all bank activities (i.e., Deposit. Fund Transfer, RTGS Payment,) &Coordination with bank related matter. * Coordination with Auditor for Audit Work. * Booking of any expenses in tally ERP, 9. * Preparation Of bank reconciliation statement * Making replacement of goods return & follow up for C-Form letters from vendor. * Issuing Salary Cheque, other cheques for vendors * Handling query via emails and telephone * Monthly profit / loss a/c reporting to management.   **AUG 2006- JUNE 2015 Account Executive**  **S.D & Associate**   * Handling all bank activities (i.e., Cash / Cheque Deposit. RTGS Payment,) & Coordination with bank related matter. * Helping to the senior officer & CA at the time of audit. * Manage all accounting transactions like invoicing, expenses, reporting & payroll. * Preparation Of bank reconciliation statement * Making payment voucher, salary voucher, petty cash voucher, Journal voucher. * Issuing of Form 16A (TDS Certificate) to Contractors, profession. * Handling TDS Matter (Preparation of Monthly Challan e.g., contractor, profession \_TDS Payment. * Finalization Up to Balance sheet. * Issuing Salary Cheque. * Handling query via emails and telephone. * Monthly profit /loss a/c reporting to management. * Knowledge of Vat, CST, PT. etc.& Filing of Income Tax Returns, Vat Return.  **MARCH 2005- AUG 2006 Account Assistant**  **M/S Technocrats Pvt Ltd**   * Bank accounts up to date by posting day to day transactions. * Regular follow-up for payments. * Reminder Letter for Payment & ’C’ Forms. * Maintain all the entries of day-to-day business transactions like sales, purchase, payment, receipts.  **SKILLS** |

Seriousness for work

Positive attitude

Able to work well with the team