**Khusboo Kumari**



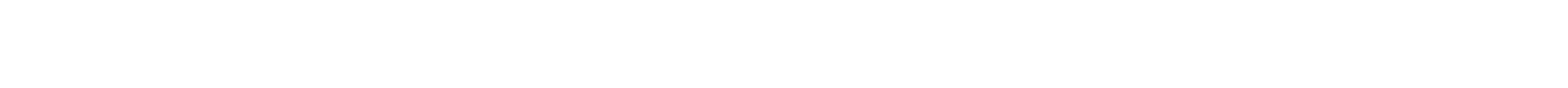
+91-9765591497,707709031497, khush.ranchi@gmail.com

***Career Objective***

Looking for challenging career with a well-structured company where I can, with my inherent skills, achieve unparalleled and substantial growth for, both my employer and myself.



***Executive Summary***



* 1+ year experience in SAP.
* 3+ Years of experience of working on iTAX.
* Experience in handling month end & year end task.
* Experience in bank reconciliation.
* Experienced in IT Return filling for Individuals and Corporate.
* Worked on Tally for managing general accounts.
* Good Knowledge of Microsoft Office.
* Good verbal and written communication while dealing with client /customers.



***Work Experience***

***Present Job:***

***Infosys BPO Ltd. (9th Feb 2015 –Till date)***

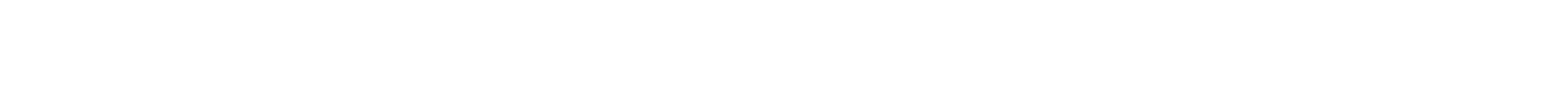
***Accountant Job Responsibilities:***

1.General Ledger :Bank Reconciliation, Month End closing –we have to match general ledger with sub ledger, BCS reporting-once month closing is done we have to transfer all balances to BCS (business conciliation system) and match balance with SAP, Manual adjustment presentation-if there is any difference in SAP and BCS we need to prepare manual adjustment, Accrual preparation-if there is any posting is missing at time of sub ledger closing or balance is not matching with GI we prepare accrual ,daily bank system posting and account clearing –we have to clear intermediation account every week. Revaluation –we revaluate all vendor and customer open item every month. Balance sheet reconciliation-we have reconcile all accounts on balance sheet every month .Payroll posting, loan posting, Travel JV, Inventory revaluation, Fixed assets knowleged.

activity.  
2. Review Annual and Half Yearly account and finalised it.

3. Finalisation of profit & loss and balance sheet.

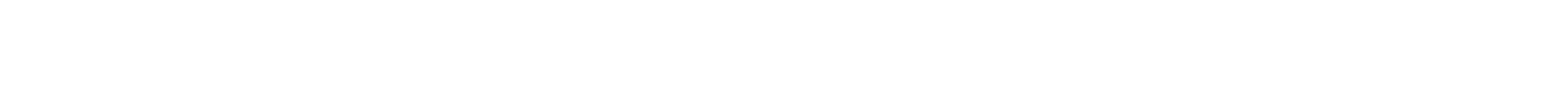
4. Working on SAP FICO Module R3.



**Agarwal & Associates**, Ranchi (Assistance finance Executive)



Duration: July 2011 – Dec 2014



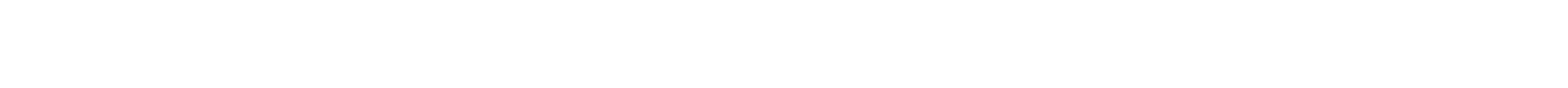
**Responsibilities**:



* Filling IT Return for Corporate and Individuals
* End to end follow up of IT Returns for Clients
* Handled Corporate accounts and their taxes using iTAX tool
* Worked on Tally for managing general accounts
* Customer/client handling through e-mail and telephonic calls



**Technologies used**: iTAX, Tally, SAP, Microsoft Office.

***Other Experiences***

**Summer Internship:-**

Topic: “CREDIT APRAISAL SYSTEM IN BANK OF INDIA”

Name of the Organization: BANK OF INDIA

**Seminar Attended:-**

National Seminar on “ACHIEVING SUSTAINABLE COMPITITIVE ADVANTAGE IN GLOBAL RECESSION”

Date: 15 -16TH Feb, 2010 in I.S.M, Ranchi

**Industrial Tour:-**

Name of the Company visited - USHA MARTIN LTD. RANCHI

***Software Cognizance***

Tools: iTAX, Tally & SAP.

Other IT Skills: *Microsoft Office.*

***Technical Qualification***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No** | **Examination Passed** | **Session** | **Name of Institute** | **GRADE** |
| 1 | DCA | 2008 | CDAC | A+ |

***Academic Details***

|  |  |  |  |
| --- | --- | --- | --- |
| **School/College** | **Stream** | **Exam** | **Year of Passing/ %** |
| Institute of Science and Management, Ranchi | Finance(Major) Marketing(Minor) | Post Graduate Diploma in Business Management GRADUATE DIPLOMA IN BUSINESS MANAGEMENT (PGDBM 2009-11) | 2011(69) |
| RANCHI UNIVERSITY , Ranchi women’s college | Accounts(HONS) | B.COM | 2008(51) |
| Cambrian public school, Ranchi | Commerce | A.I.S.S.C.E | 2005(55) |
| Central Academy, Ranchi | N.A | A.I.S.S.E | 2003(45) |

***Other Details***

**Date of birth**: 29th March, 1987

**Marital Status:** Married

**Present address:** Flat # 15, Bhakti Woods, opp. Sandvik Asia Ltd, Dapodi, Pune - 411012

**Signature Khushboo kumari Pune**