**Dakshata Dhuri**

**Contact No.: - 9833406009 Email Id.:-[dhuridakshata@gmail.com](mailto:dhuridakshata@gmail.com)**

**PROFESSIONAL SUMMARY:**

* Certified Industrial Accountant over 7+ years of extensive experience at CHA with strong team working & multi-tasking skills.
* Able to acquire new technical skill easily. Computer experience includes MS office, Internet applications.

**WORK HISTORY:**

Janak Cargo Movers Pvt. Ltd., Fort 2015-2022

**Accounts Assistant**

*Janak Cargo Movers Pvt. Ltd. Is a Transport, Storage & Communications company*

**Responsibilities**

* Performing daily financial transactions such as verifying, calculating & posting accounts receivable data.
* Prepares payments by verifying documations, & requesting disbursements.
* Reconcliation Of Debtors, Creditors, Bank, GST , TDS.
* Prepared journal entries, complete general ledger operations,monthly, year-end closings & draw up reports
* Ensure follow-up action as & when necessary.
* Provides financial information to management by researching & analyzing accounting data; preparing reports.

**EDUCATION**

* M.Com. from Mumbai University - 2012-13
* B.Com. from Mumbai University - 2010-11

**CERTIFICATIONS**

* Certified Industrial Accountant (GST, TDS, Tallyprime)
* Advance Diploma in Software Management (Programming)
* Accounting Package: Tally 9.0
* MS-CIT
* English Typing 40 W.P.M.
* Marathi Typing 30 W.P.M.

**PERSONAL DETAILS**

Address : C-12/14, Gayatri Dham Phase-3,

Ganesh Mandir Road, Titwala (East) 421 605.

Date of Birth : 5 th July, 1991.

Gender : Female

Marital Status : Single

Languages known: English, Marathi, Hindi.

Dakshata Dhuri