**RESUME**

**NEETA RAHUL BHUSA**

1204, 12th Floor, Bldg. No.34,

Regency Servam,Manda,

Titwala (East),

                 Thane: 421605.

**OBJECTIVES:**

Seeking responsible position which,

* To utilize my education and provide me with varied experience as well as knowledge.
* Offers a high level of challenge, responsibility and opportunity for continued career growth.

**ACADEMIC QUALIFICATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **EXAM** | **NAME OF INSTITUTION** | **UNIVERSITY** | **YEAR OF PASSING** |
| B.COM. | ANJUMAN COLLEGE | MUMBAI | 2007-08 |
| H.S.C. | ANJUMAN COLLEGE | MUMBAI | 2004-05 |
| S.S.C. | CENTRAL RAILWAY HIGH SCHOOL | MAHARASHTRA | 2002-03 |

**EXTRA CURRICULAM ACTIVITIES:**

* English typing – 30 w.p.m. passed in First Class.
* Computer (Basic & Tally 7.2 &ERP 9.0)
* MS Office – Excel, Word, MS-Power Point
* Internet surfing

**WORK EXPERIENCE:**

NATURE OF WORK  :  Accounting/ Admin responsibility.

**Latest work responsibilities:**

Worked in manufacturing company of jewellery as accountant, Handling Sales Records as details below,

1. Costing check and resolve queries of every Sales Bills ( Rates and values of Jewellery as per company policies),
2. Sales Invoice Enteries In Tally,
3. Prepare Outstanding Reports every week,
4. Maintain Sales Details Data Report in excel daily and reconcile monthly with Stock,Tally and with invoice,
5. Prepare & approve audit vouchers daily of sales with working and other supporting,
6. Diamond stock report of purchase and sale for respective parties,
7. Platinum Sale Stock Report monthly for client,
8. Follow up & reconciliation of Sales Parties and resolve differences,
9. GST return working monthly –GSTR1 & 3B report,
10. Co-ordinate with CA in Audit and resolve queries for finalization,
11. Prepare reports during scrutiny and Audit,
12. Maintaing courier records, mailing & other urgent works.

**Previous Work Responsibilies:**

Handle daily routine accounting work such as recording sales, purchases, expenses, receipts, payments, etc.

Audit & Data Entry in TALLY 9 ERP of Sales, Purchases & Others with Purchase orders Petty Cash Vouchers & Issue of Debit Note & Credit Note,

Prepare Stock Statement for Bank.

Preparation of Monthly Bank Reconciliation,

Prepare Sundry Debtors & Creditors Outstanding List, on Weekly basis,

Making payments to parties (Cheques) & Maintain Petty cash,

Maintain Personal Accounts of Directors,

Online Payments of Income Tax, GST, TDS ( previously done- Excise,TDS with returns, , Service Tax with returns,VAT & CST and returns every monthly with working),

Payments & Discrepancy follow-ups from the parties,

Prepare Salary Statement monthly,

Online issue of C-forms

Maintain Stock of HO & Factory, Prepare, Monthly MIS Report

Co-ordinates with CA during Audit & Finalization.

Telephone & Internet Operating & Other Manual Works,

Other Administrative Work

**WORKED IN:**

1] ORGANIZATION        :  **Prism Enterprises Pvt. Ltd.**

(Manufacturer of Jewellery)

PERIOD  :  01st July 2017 to 30th June 2021

DESIGNATION   :    ACCOUNTANT

2] ORGANIZATION        :  **Royal Elastics (Aggarwal Group)**

(Manufacturer of Elastics)

PERIOD  :  15st March 2015 to 30th Novermber 2016

DESIGNATION   :    ACCOUNTANT

3] ORGANIZATION        : **Sharp Power & Communication**

**Equipments (I) Pvt. Ltd.**

PERIOD  :  1st June 2012 to 10th March 2015

DESIGNATION   :    ACCOUNTANT/SR. ASSISTANT

4] ORGANIZATION        : **Netway Home Product (I) Pvt. Ltd.**

(Manufacturer of Home cleaning Products)

PERIOD  :  1st June 2010 to 31st May 2012

DESIGNATION   :    ACCOUNTS EXECUTIVE

5] ORGANIZATION        :  **Jyoti Sign &Display**

(Advertising Agency)

PERIOD  :  1 st July 2006 to 31 May 2010

DESIGNATION :    ACCOUNTS EXECUTIVE

**PERSONAL DETAILS:**

Date of Birth : 29th October, 1987

Marital Status : Married

Gender : Female

Linguistic Ability : English, Hindi, Marathi & Telugu

Contact No. : 77190 90195

Email ID : [nitak1029@gmail.com](mailto:nitak1029@gmail.com)

Date                :

Place               :   Mumbai

    ( **Neeta Rahul Bhusa**)