**Resume**

**Neha Vishal Parab**

**Email** : [neha.bharankar.14@gmail.com](mailto:neha.bharankar.14@gmail.com)

**Mobile No**: +91-7045086180

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| CAREER OBJECTIVE |

To obtain a respectable position in a reputed organization so that I can prove my capabilities and expand upon my knowledge and experience.

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| COMPUTER SKILLS |

* Knowledge of MS Office.
* Completed Government Recognize MS-CIT Course
* Certificate course in Tally 9,6.7 and well worse with Tally ERP-9 & USquare10 (software)

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| **WORK EXPERIENCE** |

* Worked At **RUMIPLAST**

**RUMIPLAST**(ISOCertified),(Vikhroli)Manufacturer & Distributor of Gensetfan & plastic components (tractors & truckfans).The company also offer consultancy services on the same type of products.

**Duration** : 14 February 2013 to 31 December 2015

**Designation :** Junior Accountant

* Currently Working with **GOPANI METAL INDUSTRIES PVT. LTD**

**GOPANI METAL IND. PVT. LTD. (**Masjid Bunder) Manufacture by Steels parts

**Duration :** 10 July 2016 to till date.

**Job Responsibilities :-**

* Handling day to day Updating Sales & purchases Entries
* Payments & Preparation of cheques to all vendors & Follow-up with clients payments
* Preparing Debit Note and Credit Note entries.
* Maintaining Accounts Receivable & Accounts Payables.
* Monthly Preparing Bank Reconciliation.
* Statement Reconciliation of creditors & Debtors accounts confirmations of debtors and creditors.
* Cash & Bank vouchers & receipt Notes Entries.
* Suppliers Bills maker
* Providing the requirements of Statutory aduditors
* Salary cheque preparing
* Preparing TDS filing Online submission

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| **EDUCATIONAL QUALIFICATION** |

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| **YEAR** | **QUALIFAICATION** | **COLLEGE/UNIVERCITY** | **Marks** | **School/College** |
| 2011 | B.com | Mumbai University | 59% | Pragati College |
| 2008 | H.S.C | Mumbai University | 60% | Pragati College |
| 2006 | S.S.C | Mumbai University | 57% | R.V.Nerukar High School |

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| **KEY SKILLS &STRENGTHS** |

* Positive Attitude.
* Energetic and enthusiastic towards the goal.
* Quick Learner.
* Hardworking, Sincere, Dedicated & Honest.
* Good Communications Skills.
* Excellent Skills in teamwork.
* Advance excel working with functions & formulae formatting worksheets, Using lookup and reference functions (VLOOKUP, HLOOKUP, MATCH, INDEX)

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| **PERSONAL INFORMATION** |

**Date of Birth** : 13th January, 1991

**Nationality** : Indian

**Marital Status**  : Married

**Gender** : Female

**Languages known** : Marathi, Hindi, English

**Address** : Bhoomi Enclave Co.Op Hsg Soc

Flat No. 304, 3rd Floor, Plot no. 25, Sector-21,

Talavali Gaon, in front of gavdevi madir,

Ghansoli, Navi Mumbai -400701.

**I hereby declare that the information furnished above is true and correct to the best of my knowledge**.

**Location**: Mumbai

**Date**  :03/01/2019 **NEHA VISHAL PARAB**

**ØCurrent CTC: 19000/-**

**ØExpected CTC: 25000/-**

**ØNotice period: 10 Days**

**ØReason for job change: salary issue**

**ØTotal Experience : 4 year**