

RESUME

Name:SHWETA VIJAY MORE

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Professional Overview

A competent professional with **over 3.5 years** of experience in Finance & accounting field. Handled end to end accounts management for a small scale company catering about 6000 customers located across India. Experience in keeping the records of daily financial transaction and analyzing the financial aspects of organization.

Organizational Experience:

BALAJI ENTERPRISES: Accountant

July-2012 to Mar-2016

Essential Duties & Responsibilities:

- Responsible for maintaining General ledgers, Party ledgers, sales ledgers & Purchase ledgers.
- Day to day coordination with Banks for daily different Banking requirements
- Follow up with clients for the timely release of payments
- Maintaining cash voucher and entries in system.
- Data maintenance, MIS and reporting (daily, weekly, monthly etc.)
- Reconciliation of party accounts and keeping the check for any invoices or payments
- Accounting debtors & creditors cash and bank balance availability in company accounts

Educational Qualification:

- S.S.C. from Maharashtra Board Passed in 1996
- H.S.C. from Maharashtra Board Passed in 1998
- B.Com. from Pune University in 2002

Professional Qualification

- **Packages:-**MS Office Excel ,Word , PowerPoint and Outlook
- **Operating System:-** Microsoft Windows XP 2007 and Vista
- **Accounting Packages:-** Financial Accounting , TALLY ERP 9.0
- **Languages' Known :-** Marathi , Hindi, English (Professional Fluency)

Personal Details

- **Date of Birth :-**23rd Jan 1980
- **Gender:-** Female
- **Address:-** Shree Jee Apartment ,Flat No.2, Mamta Nagar,Old Sangvi , Pune 411027