

Archana Kumari

Assistant accountant
@ Mangalam Tyres Pvt Ltd



Birthday

20.08.1993

Experience

+ 1



Blood Bank Road,
Bariatu, Ranchi -09,
Jharkhand



+91-8340311910



aryaarchana923@gmail.
com

To obtain challenging position in a progressive organization, conducive to development and use of my knowledge gained for the further development of mine as well as the organization.



PROFESSIONAL SKILLS

Tally



DCA



MS Office



Internet



Operation



EXTRA ACTIVITY

President in school

2008

Participated in cultural
program in school

2009



LANGUAGES

English



Hindi



WORK EXPERIENCE

Present

Assistant accountant

@ Mangalam Tyres Pvt Ltd, Ranchi, Jharkhand

Ranchi

- ✓ Maintain day to day books of Accounts in Tally,
- ✓ Maintain Bank Reconciliation Statement and Reconciliation Of Debtors & Creditors,
- ✓ Maintain Internal Audit: Store And Accounts Book,
- ✓ Maintain Journal Entry Sale, Purchase & Exp Invoice,
- ✓ Calculation of Monthly Goods & Services Tax & TDS Filling Return,
- ✓ Preparation Goods & Services Tax Return & TDS Return Filling Quarterly

2016



EDUCATION

2011 - 2014

Bachelor of commerce | Account Honours (B. Com)

@ Ranchi Women's College (Ranchi University)

Ranchi

Graduated with Account Honours with 69% marks from Ranchi Women's College, Ranchi University, Jharkhand

2009 - 2011

Intermediate of commerce (I. Com)

@ Ranchi Women's College (JAC Ranchi)

Ranchi

Secondary schooling with Mathematics, English, major subjects of account sections etc.

2008 - 2009

Matriculation

@ R K High School, Chandwa (JAC Ranchi)

Chandwa

Primary schooling with major subjects like Mathematics, Science, Social science, English, Hindi, Sanskrit etc.

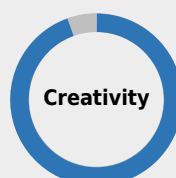


PROFESSIONAL EXPERIENCE

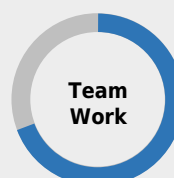
- ✓ Knowledge of Tally & ERP Software.
- ✓ Knowledge of MS-Office, MS Excel, Internet.
- ✓ Knowledge of Goods & Services Tax (GST), TDS, Excise.
- ✓ Expert Knowledge in computer related operations.



PERSONAL SKILLS



Creativity



Team
Work



Leadership



Motivity



DECLARATION

I hereby declare that the above mentioned information is true to my knowledge. I bear the responsibility for the correctness of the above mentioned particular.

Archana Kumari