

Sapna
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CAREER OBJECTIVE

Seeking a challenging opportunity where I will be able to utilize my strong organizational skills, educational background, and ability to work well with the people, which will allow me to grow personally and professionally.

Working Experience

Organization : Savcon Thermal Engineers India Pvt. Ltd.
Designation : Accounts Assistance
Company Location : Faridabad
Working Period : 13.04.2015 to 03.06.2021

Professional Qualification

MASTER OF BUSINESS ADMINISTRATION (MBA):

College : INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Result : First Division with 70%

BACHOLER OF COMMERCE (B.COM):

College : Delhi University
Result : First Division with 60%

Higher Secondary Certificate

Board : Haryana Board of Secondary Education (HBSE)
School : Rawal Sr. Sec. School
Result : Merit with 82%

Secondary School Certificate

Board : Haryana Board of Secondary Education (HBSE)
School : Vikas High School
Result : Merit with 79%

JOB RESPONSIBILITIES:-

1. Entering General Accounting Transactions in Computerized Accounting System & Manual Registers & Ledgers on a Day-to-Day Basis All Type of Vouchers Such as Cash, Bank, Sale, Purchase, Payments, Receipt, Expenses, Credit Note, Debit Note, Journal, Official Receipts etc.
2. Able to Understand Bank Routine Work, Dealing with Day to Day All Banking Transaction, handling all Bank Related Activities Such as Cash Deposit & Withdrawal, Cheque Deposit Clearing & Transfer, Making Demand Draft by Cash & Accounts, Passing of Clearing NEFT/RTGS etc. Aware of Cheque Issuing & Transfer, Cash Handling, Documentation (verification), Bank Coordination.
3. Reconciles Bank Statements by Comparing Statements with General Ledger. Prepare Bank Reconciliation Statements on Weekly & Monthly Basis for Accuracy and Corrective Action. Control over the Bank Balance.
4. Supports Accounting Operations by Accounting Data Entry Documents, Reconciling Statements, Running Software Programs. Handle All Pending Payments, Quotations, Bills, Performa Invoice, Eway Bills and All Documentation Related Office Work.
5. Keeping Record of Due Dates of Payments to be Made and Reminding Concerned Person to Pay on Time. Timely Payment Collection from Clients as Per Plan. (After Confirmation of Payment Collection on Same day or Maximum Next Day Morning and Deposit Responsibility).
6. Able to Make Detail of Monthly Return GST R1 & 3B Way Offline.
7. Respond to customer by phone inquiries & ensure that customer problems & complaints then put the complaint in CIC Portal of Thermax's Software.
8. Book the sales order in ERP of Thermax's Software
9. Making the Quotation through SDFC of Thermax's Software
10. Create the Lead & opportunity for new customer of Thermax's Software.
11. Maintain all data of Sales Material & purchase of Material
12. Maintaining daybook/ Handling Petty Cash
13. Transfer Online payment.
14. Salary Making of Staff & Transfer the Online.
15. Leadership of Maintenance of our department
16. able to Handle the Outlook & ERP Software of Thermax.

Computer Knowledge:

1. MS Office
2. MS Excel
3. MS PowerPoint
4. Networking
5. Tally. ERP 9
6. ERP 9 Thermax Make

Personal_Skills

- Quick always eager to learn new technologies.
- Hard working
- Ability to perform under pressure and meet deadlines.
- Self Confidence
- Team Work

Strength

Positive attitude, Good communication skills.

Personal Profile

Father's Name : Sh. Hariom Singh

Date of Birth : 29/09/1993

Marital Status : Unmarried

Nationality : Indian

Hobbies : Listening Music, Book reading

Declaration

I solemnly deaclear that all the above information is correct to the best of my knowledge and beliefs.

Place : Faridabad