**ANKITA PARIHAR**

**Cell. No. 9096028374**

**Email id. Ankitau352@gmail.com**

**Address. Plot no 10, Parvati nagar Nagpur -440027**

**CAREER OBJECTIVE:**

To work in a professional environment where I can effectively utilize my acquired knowledge & experience for optimum satisfaction of the organization and for personal goals.

**WORK EXPERIENCE**

1. **Accountant at JOHNSON MC’S LTD from – April 2012 to till date**

**Company Profile**

JML is in the business of servicing & importing of hand tools for various companies in India.

**RESPONSIBILITIES/DUTIES:**

* Prepare monthly financial statements, reports and records by collecting, analyzing and summarizing account information.
* Responsible for general ledger.
* Maintain bank accounts statements.
* Auditing and verifying documents.
* Completing data backups.
* VAT , CST & LBT TAX statement for filling returns
* Purchase costing , beta costing every year
* Petty cash maintenance
* All Directors & Employee ITR maintenance
* All other online working (ex- internet banking , PAN ,Income tax Return filling of Directors & employees , online ticket booking , NEFT/RTGS, Utility bill payments etc.)

**EDUCATIONAL QUALIFICATION**

* M.com from Nagpur University.
* B.Com from Nagpur University.
* HSSC from S.K.P College Kamptee.
* SSC From school of home science Kamptee

**COMPUTER PROFICIENCIES**

Tally-ERP 9 certificate (working)

Internet work (working)

Oracle software (working)

MS-Office (working)

VB. Net software (working only at the time of Tender)

SAP NATO (working only at the time of Tender)

**Personal Information**

Date of birth : 03/04/1989

Nationality : Indian

Marital status : Married

Languages known : English, Hindi, Marathi

Hobbies : travelling, net surfing

**The above stated information is true to the best of my knowledge.**

**Place: Nagpur (Ankita Parihar)**