

FINACIAL ACCOUNTANT

NAME : MORE JAGRUTI ANAND

DATE OF BRITH :8/4/82

ADDRESS B-2 DUTTA APRTMENT.
OPP.MARATHA MANDIR,
KHEDKAR FALIYA , WADI.
WADI VADODARA -390017
MO:— 7567323161, 8128115936

CATEGORY :GENERAL

NATIONALITY INDIAN

SEX :FEMALE

MARITAL STATUS :MARRIED

1/If C U IN OH

- I PASSED S.S.C exam in year march 1996 with Second Class honor
- I PASSED H.S.C exam in year march 1998 with Second Class honor.
 - have done B.COM (**ACCOUNT & AUDITING**) from the M.S. University of baroda,2001
 - I have done steno-cum-computer from I.T.I Tarsali, Baroda,2003
 - I have also done DTP from I.T.I Tarsali in 2003

VVORK HISTORY

ORGANISATION NAME	POST HELD	FUNCTIONAL AREA OF WORK	DURATION
MANUBHAI SHAH&CO.(INCOME TAX-VAT TAX CONSULTANT)	ACCOUNT ASSTT.	SALES TAX, A/C WORK	2004-2006
JVS .GIDC	ACCOUNT ASSTT.	OFFICE /ACCOUNT WORK	2006-2007
KALPVROKSHA MARKETING	ADMINISTRATION WORK	OFFICE WO ACCO T WOFLK	2009-2012
ORSANG CAMP	ADMINISTRATION WORK	OFFICE WORK/ACCOUNT	2012-2017
AMERIKAN STEEL PVT LTD	ACCOUNT INVOICE DEPT	ALL TYPE WORK	2017- 2019
SWASTIK METAL DISTRIBUTORS PVT LTD	MARKETING +ACCUNT EXCUTIVE	MARKETING WORK	2020- ONWARD

Scope of Work

A Financial Accountant deals with monitoring the inbound and outbound finances of a company, as well as tax payments, and giving responses and assistance vital in financial decision-making congruent with the company's mission. This job runs through the financial regulations by analyzing and addressing operational issues by way of applying financial principles and practices.

Responsibilities

- Regulates the finance flow of the company and gathers data such as revenues and liabilities needed in presenting quarterly, monthly, and annual statements.
- Responsible for complying and adhering to the state and federal tax requirements and managing tax payments.
- Analyzes and documents financial data; arranges internal audits to address essential queries and performs the responsibilities.
- Tracks the accounting procedures to monitor possible accounting discrepancies and address these conforming to the financial principles and practices.
- Maintains and sharpens knowledge networks through participating opportunities and immerse in activities related to finance and its core responsibility.
- Attains the company's mission through presenting data and report on the essential financial updates and status.

Skills

- Eligible in summarizing various financial data into one complete explicit statement.
- Highly-informed in all terms about the particular areas of taxes, both denotation and the process of payments.
- Has an advanced analytical view on financial data and auditing processes beneficial in addressing company concerns.
- Has diligence when monitoring sets of data and possesses knowledge on how to respond to the essential financial queries.
- Manages time in responding to the job's demands.
- Highly structured yet knows when to consider other data; always finds ways.

Qualifications

- Completed a bachelor's degree related to accounting, finance, or business administration.
- Has experienced 10 working years in the related field.
- Able to work with complicated calculations.