

Ankita Halaye

Earnest, Industrious, Curious and Rational.

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EXPERIENCE

Stellar Innovative Transportation Solutions Private Limited [Patel Roadways (A division of Innovative Logistics Service Pvt. Ltd)], Thane — Account Executive

July 2019 - PRESENT

The Patel Integrated Logistics Limited is taken over by Stellar from 1st July 2019.

Responsibilities and position is same as previous.

Patel Integrated Logistics Limited, Thane — Accounts Executive

May 2018 - June 2019

Handling the accounting of branches.

- Maintaining and monitoring accounts receivables and payables
- Maintaining and filing vouchers and documents
- Accounts data entry
- Handling petty cash and preparing vouchers
- Maintaining invoice, Preparing and processing financial documents like purchase orders, sales invoice, debit notes and credit notes, etc.
- Collection, Data entry and processing of monthly or quarterly bills and vouchers - electricity bill, telephone and mobile bill, internet and data card bill, stationary and supplies
- Manage emails
- Help with day to day office activities
- Collection and issue of cheques
- Preparing & maintaining Bank Reconciliation Statement

EDUCATION

K.G.Joshi college of Arts & N.G.Bedekar College of Commerce, Thane — BAF (Bachelor of Commerce in Accounting and Finance)

MONTH 2014 - MONTH 2017

Completed BAF (Bachelor of commerce in accounting and finance) in 2017 with B grade from University of Mumbai.

SKILLS & OTHER QUALIFICATION

Passed govt. recognized MS-CIT with distinction.

Completed 120 hrs of Trading & Bringing with grade B.

Attended Leadership Training Program as a District level camp.

Completed CRASH Course i.e. Certificate Course in Social Work.

Have good knowledge of excel and tally.

AWARDS & ACKNOWLEDGEMENT

Represented N.S.S. Unit of Joshi-Bedekar college in University of Mumbai in year 2015-16.

Performed street-plays for TMC & Mumbai Police, etc. on different topics to create social awareness in society.

Won different prizes in college level and university level activities like sports, essay writing, best out of waste, street plays etc.

Given presentation on different topics at college & at competitions.

Mulund College of Commerce, Mulund — H.S.C.

MONTH 2012 - MONTH 2014

Completed H.S.C. from Mulund College of Commerce of State Board of Maharashtra with 75%.

LANGUAGES

English, Marathi & Hindi.

I.E.S. Secondary School, Bhandup — S.S.C.

MONTH 2011 - MONTH 2012

Completed S.S.C. from I.E.S. Secondary School of State Board of Maharashtra with 87.07%.