

RESUME

RINKU MAHESH MORE

Communication Address:-

RINKU MAHESH MORE

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Career Objective

To have clarity of vision, to translate such visions to ideas and be able to convert these ideas into practical, culminating into successful ventures.

Work Experience

**Organization Name : M/s. Media Monks Entertainment Pvt Ltd
Thane(w)**

Company profile : Entertainment Industry

Designation : Accountant.

Duration : NOV 2015 TO MAY 2018

➤ Responsibilities

- **Preparing daily transaction entries in tally.**
- **Preparing B.R.S. (Bank Reconciliation Statement) monthly basis.**
- **Day to day accounting entries pass in cash book.**
- **Writing receipt & payment entries in cash book with narration, writing vouchers.**
- **Preparing of RTGS & NEFT form or by cheque system.**
- **Bank Related All Paper Works**
- **Preparing Artiest ,Staff ,Worker day to day Salary sheet.**
- **Making Channel Invoice, Artist Invoice.**
- **TDS Calculation.**
- **Ledger Scrutiny**
- **Preparing Confirmation of A/c.**
- **Making Cheques Artist ,Staff,Worker,Creditor**
- **Preparing TDS Return Sheet and also updated in Return Format.**

- **GST bill entry in Tally**
- **Preparing GST Sheet .**
- **Payment of TDS, Service Tax, Advance Tax and VAT ,GST done on offline**
- **Payment paid through online like Electricity bill,Telephone bill.**
- **Handling Audit work with the guidance of C.A**

Work Experience

**Organization Name : M/s. Prashi Pharma Pvt Ltd
Thane(w)**

Company profile : Manufacturing Company

Designation : Accountant.

Duration : APRIL 2015 TO OCTOBER 2015

➤ Responsibilities

- **Bills Entry in Tally- Sales & Purchases**
- **Preparing Cheque for Creditors.**
- **Reconciliation of Debtors & Creditors Ledger A/c.**
- **Monthly Bank Reconciliation.**
- **Quarterly Working for C form**
- **TDS working**
- **Salary Calculation of Staff.**
- **Preparing monthly outstanding list.**
- **Preparing B.R.S. (Bank Reconciliation Statement) monthly basis.**
- **Writing receipt & payment entries in cash book with narration, writing vouchers.**
- **TDS, Service Tax and VAT calculation.**
- **Maintain Staff welfare & Daily attendance register.**
- **Handling cash on daily basis activity.**
- **Payment of PF & ESIC through Bank**
- **Writing & Maintain cash book (on daily & monthly basis), petty cash book**
- **Making sales & purchase bills (Invoice)**
- **Handle monthly journal entries, Transportation entries, accounts & various ledger.**
- **Making data entry of accounts software like Tally 9.0.**
- **Preparing Purchase Order.**

Work Experience

**Organization Name : M/s. Balaji Enterprises.
Vashi, Navi Mumbai.**

Company profile : Trading Company.

Designation : Accountant.

Duration : MARCH 2012 TO APRIL 2015

➤ Responsibilities

- **Preparing daily transaction entries in tally & Excel sheet also maintain entries in register.**
- **Preparing B.R.S. (Bank Reconciliation Statement) monthly basis.**
- **Day to day accounting entries pass in cash book.**
- **Preparing of RTGS & NEFT Also transfer the payment of NEFT & RTGS with internet banking or by cheque system.**
- **Writing receipt & payment entries in cash book with narration, writing vouchers.**
- **TDS Calculation.**
- **Payment of TDS, Service Tax, Advance Tax and VAT done on online system as per respective site.**
- **Maintain Staff welfare & Daily attendance register.**
- **Handling cash on daily basis activity (Receipt & Payment).**
- **Writing & Maintain cash book (on daily & monthly basis), petty cash book, debtor's ledger (buy back), creditor's (buy back) ledger other books of accounts.**
- **Preparation for 'C' form details of the party.**
- **Maintaining stock register in excel sheet.**
- **Making sales & purchase bills (Invoice)**
- **Preparing Purchase Order.**
- **Handle monthly journal entries, Transportation entries, accounts & various ledger.**
- **Preparation & maintain purchase register.**
- **Making data entry of accounts software like Tally7.2 & 9.0.**
- **Handle ledger accounts & keeping the check for any invoice or payments.**
- **Handle monthly billing and sales reports & maintaining the invoice data.**

- Work on Excel software for Purchase enquiry material of purchaser.
- Follow-up for payment & material from supplier & purchaser.
- Making payment on the basis of voucher and supporting as like, Buy back payment, Telephone bill payment, Travelling expenses, Courier charges, Import-Export charges, Stationery expenses etc.

Work Experience

Organization name: M/s. Tansa Organics Pvt. Ltd.
Thane (W).

Company profile : Agriculture products.

Designation : Accountant.

Duration : Oct 2011 TO MARCH 2012

➤ Responsibilities

- Preparing daily transaction entries in tally & Excel sheet also maintain entries in register.
- Maintaining stock register.
- Handle monthly journal entries, Transportation entries, accounts & various ledger.
- Handle monthly billing and sales reports & maintaining the invoice data.
- Making sales & purchase bills (Invoice).
- Follow-up for payment & material from supplier & purchaser.

Technical Qualifications

Ser. No	Qualification	Board/ University	Obtained Marks(%)	Year of Passing
1	T.Y.B.com	MUMBAI	51.00%	APRIL-2011
2	HSC	MUMBAI	58.50%	FEB-2008
3	SSC	MUMBAI	58.93%	MARCH-2006

OTHER QUALIFICATION

- MS CIT (MS Word, Excel, Power point & Knowledge of Internet)
- Tally 9.0 etc.
- D.T.P

- **English Typing (30 WPM)**
- **English Typing (40 WPM)**

Personal Profile

Date of Birth : 14th Aug.1989.
Husband name : Mahesh B More
Marital Status : Married
Sex : Female
Hobbies : Sketching & Playing Chess
Interest & Activities : Listening music, Watching Movies.
Languages : English, Hindi, Marathi.
Nationality : Indian.

Declaration

I hereby declare that all the above information is true & correct according to my belief & knowledge and to effectively utilize my professional abilities to obtain challenging position in your organization.

Date:

Place: Thane

Yours Sincerely,

(Rinku Mahesh More)