

## CIRRICULUAM VIATE

### **RADHIKA THAKUR**

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Nangloi, New Delhi 110041

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## **CAREER OBJECTIVE**

- To gain experience in the field of accounting and also utilize my skills, In order to increase productivity of Organization and individual growth.

## **ACADEMIC QUALIFICATION**

- 10<sup>TH</sup> Passed from NEW DELHI in 2013 with 72%
- 12<sup>th</sup> Passed from NEW DELHI in 2015 with 78%
- Graduate (University of Delhi)
- Pursuing Masters in from (IGNOU)

## **WORK EXPERIENCE**

### ❖ **Accountant Assistant**

**Aborn Industries.** –May 2015 to Sept 2019

#### **Achievements/Task**

- Manage accounting activities to ensure compliance with accounting principles, policies.
- Review and analyze the balance sheet. Income statement. Cash flow statements, and variance narratives.
- Monitor the status of transactions and coding structures to ensure alignment with company policy and Guidelines

## ❖ Accountant Executive

**Green Castle Corporation –Oct 2019 to Mar 2020**

### Achievements/Task

- Oversaw the company's general account operations by strategically controlling and verifying financial transactions.
- Reviewed and analyzed preliminary financial statements and month-end reports to with 100% accuracy.
- Reviewed accounts payable and invoice listing to confirm validity and to conduct of budget update as necessary.

## ❖ Accountant Executive

**LEMFFO INFORMATION PVT LTD.- Sep 2020 to August 2021**

### Achievements/Task

- Manage accounting activities to ensure compliance with accounting principles, policies, and Cash expense.
- Established controls and processes to perform general ledger work for the month, quarter and year-end.
- Reviewed and analyzed preliminary financial statements and month-end reports to with 100% accuracy.

## ❖ Accountant Executive

**GLO SEAIR CARGO PVT LTD: - Jan 2022 to Pursuing**

### Achievements/Task

- Provide Accounting And Assistant Accountant Support To The Accounting Department,
- Type Accurately Prepares And Maintains Accounting Documents And Records
- Bank Reconciliation Prepare Bank Deposits, General Ledger Postings And Statements.
- Reconcile Accounts in a Timely Manner, Daily Enter Key Data Of Financial Transactions In Database.
- Provide Assistance And Support To Company Personnel.
- Inform Management and Compile Report/Summaries on Activity Areas.
- Research, Track And Restore Accounting or Documentations Problems and Discrepancies.
- Contently Update Job Knowledge.
- Prepare Monthly Gst Return & Tds Return Data.

## Special Skill

- ❖ Windows 10, Windows 8, Windows 7
- ❖ Good knowledge of MS-Excel, MS PowerPoint, and MS-Word.
- ❖ Good knowledge of
  - **TALLY ERP 7, 9 version AND BUSY** accounting software.
- ❖ Participation in school quizzes competition, culture programs and sports like badminton.
- ❖ Languages: Hindi, English

## STRENGTH

- Hard Working & Quick Learner.
- Sincere and Punctual.
- Self-Learning and Development.
- Team work.

- Self Confidence and patience.
- Work at any environment and situation.

## PERSONAL DETIALS

DATE OF BIRTH : 15 AUGUST 1997

SEX : FEMALE

NATIONALITY : INDIAN

MARITAL STATUS: SINGLE

FATHER'S NAME: MR ARUN KUMAR

Date:

Place

Radhika Thakur