

MRS. MADHURI KHATRI

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**Contact Address : 6, Quarters, Nityanand Nagar,
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Mumbai – 400 086**

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Objective: Looking for the greatest opportunity to work as accounting assistant for a reputed company.

Skills

- Very careful to details.
- Co-coordinating with office staff queries related with Sales /Purchase Department.
- Excellent ability to work with numbers.
- Excellent time management skills.
- Achieving targets and accepting challenging jobs is one of my favorite hobby parts.
- Proficient with computer literacy such as Microsoft Word, Microsoft Excel, Power point and Internet.
- Responsible for other duties as assigned.

Computer skills

- MSCIT Course with 1st Class.
- MS Office, Microsoft Excel, Power Point
- Tally
- Internet –Emails
- English Typing 30w.p.m.
- Currently perusing Account Taxation Course (GST, TDS, Finalization)

Experience : 15 years total experience

1. Organization : Worked with ASSOCIATED CHEMICAL CORPORATION.
Post : Accounts Assistant
Period : From 2005 to 2011 (6 years)
Job involves:

- Update the Sales Invoices in system
- Daily Accounting, Journal entries
- Preparing Daily Party wise/agent wise report.
- Purchase Bill in computer.
- Ledger Scrutiny, O/s. report of Drs&Crs.
- Interaction with Auditors for Accounts Finalisation
- Bank Reconciliation of Accounts Receivables / Payable.
- General Ledger, Correspondence with Customers for Payment Emails, Internet.
- C forms follow up and record maintain

- TDS entry and Certificate issue.
- Auditing purchase and sale bill.
- Prepare quotation, price list, for customer.
- Checking customer ledger

2. Organisation : Worked with **S.N.THAKKAR CONSTRUCTION PVT LTD**
 Post : Accountant Assistant
 Period : From 2011 to January, 2020 (9 years)

Job involves :

- Handling Companies & Personal total 30 Bank Accounts :-Update Daily Bank Entries in system ,Prepare Daily Bank Balance List, Checking Online Bank accounts of RTGS/NEFT transaction, Bank Reconciliation statement for all banks, co-ordination with Auditors.
- Ledger Scrutiny, O/s. report of Debtors & Creditors
- Proficient in journal entries of salary, Professional Tax ,PF,Tds,preparing E-way bill, Bill of Entry knowledge
- Entry and Auditing of Purchase and Sale Bill, Preparing Debit Note, Credit note, Co-ordination, communication with Accountant at other various worksites by phone calls, by email also.
- Maintain the Cash On Hand Report monthly basis as per various worksites.
- Update Bank Guarantee/ LC Entries in system and reporting to CA on monthly basis.
- Maintain the EMI Report of Machinery & Vehicles on monthly basis and maintain the proper balance in account.
- GST basic knowledge.

3. Organisation : Working with **DGC INFRASTRUCTURE PVT LTD**
 Post : Accountant Assistant
 Period : From February'2020 to April, 2020 (3 month)

Currently working in Secure Power India Pvt Ltd.

Handling Package:-Tally, Tfat, Spectrum

Academic qualifications

- S.S.C Passed from Mumbai Board 1st Class in the year 1990.
- H.S.C Passed from Mumbai Board 1st Class in the year 1992.
- T.Y.B. Com. Passed from Mumbai Board PASS Class in the year 1997.

Personal details

Date of birth : 14th July, 1974 .
Marital status : Married
Languages Known : English, Hindi, Marathi.
Nationality : Indian

Salary Drawn :-26000/- p.m.. +Travelling Exp

Salary Expectation : 250000 TO 350000/- pa.

Notice Period : 15 DAYS

Declaration

I hereby declare that the information given is correct to the best of my knowledge and behalf

Thanking you

Yours faithfully

(Madhuri Khatri)

Place :Ghatkopar (W)

Date :