

Ankita Mishra

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CAREER OBJECTIVE

To Work for an Organization which Provide To work for an organization which provides me the opportunity to improve my skills and knowledge to grow along with organization's objectives.

SYNOPSIS:

- **Excutive M.B.A** in Finance
- **M.B.A.** in finance and HR
- Proficiency in **MS Office- 2007**
- Area of Exposure includes HR Planning, Determination of wages & salaries, HR Demand & Supply forecasting, HR policies, Payroll, Industrial relations, Financial Accounting, General Ledger Accounting, Account Receivable and Account Payable, Asset Accounting ,Tally etc.

WORK EXPERIENCE:

Organisation	Postion	Duration	Process
Protech Chemicals India Pvt Ltd	Executive Accountant	2 years 3 months 2017 - 2019	-

KEY COMPETENCIES:

- Excellent analytical, quick learning and problem solving skills with a desire to work in a team oriented environment
- Have good presentation, written and oral communication skills and good problem solving skills
- Strong inter-personal skills and leadership ability, which encourages and promotes enthusiasm and team spirit.
- Attention to detail, organized.

Roles & Responsibilities

- Working with tally ERP 9
- Generate Purchase Order, sales Invoice, Purchase Invoice, & LR copy and filling the same .
- Taking Care of bank & cash
- Bank Reconciliation
- Payment Collection
- Making Payment
- Taking care of clients, Dealers, Suppliers & transporters too.
- Working with GST & TDS working
- Working with CA and auditors at the time of auditing.

QUALIFICATIONS:

- Executive M.B.A from Himalayan University.

- MBA from North East Frontier Technical University.
- B.Com from Allahabad University .
- Higher Secondary from Vishnu Bhagwan Public School, CBSC Board
- Secondary from Vishnu Bhagwan Public School, CBSC Board

INTERESTS/ HOBBIES:

- Dancing and listening to Music
- Cooking.
- Badminton.
- Reading.

PERSONAL PROFILE:

Date of Birth	03/08/1994
Language	English, Hindi
Marital Status	Married