**Ankita Ashok Kathe**

Email: [ankita.kathe94@gmail.com](mailto:ankita.kathe94@gmail.com)

M: +91 8286662948

**Career Objective:**

Looking forward for a challenging position to prove ability and to justify my around 3 years of experience in accountancy, finance, commercial and allied fields.

**Computer Proficiency:**

**Software Tools :** MS-Office, Excel, Word, Tally ERP

**Operating System :** Windows 7, Windows XP

**Professional Qualification:**

B.Com Graduate from Mumbai University in Year 2015.

**Job Experience :**

**Working with Atmabandhu Sales Pvt Ltd as a Accountant in Thane from Dec 2017**

**to Till Date.**

**Job Description:**

* Worked on Tally ERP 9, Nippon Software & SAP(Basic billing knowledge).
* Preparing Sales Order & Generating Sales Invoice
* E-way Bill Registration & Generating E-way Bill
* Preparing Debit Note & Credit Note.
* Handling Payable/Receivable Account.
* Ageing Reports of Debtors.
* Ledger Scrutiny & Reconciliation.
* Maintaining of day-to-day accounting.
* GST Registration & Return Filling
* Reconciliation of T.D.S Receivable with 26AS.
* Preparing Bank Reconciliation Statement.
* Scrutiny of monthly expense provision & accruals.
* Maintaining Petty Cash Ledger of INR
* Maintaining Inventory Manually

**Working with Kothari & Kothari (Professional Accountant) as a Account Assistant in**

**Ghatkopar (West) from May 2016 to August 2017 (1.5 years ).**

**Job Description:**

* Worked on Tally ERP 9 & Tax Power (For Taxation).
* Maintaining Sales, Purchases, Bank, Expenses & Receipts in Tally.
* Preparing VAT Annexure.
* Maintaining Petty cash of the office.
* Scrutiny of monthly expense provision & accruals.
* Ledger Scrutiny & Reconciliation.
* Maintaining & keeping Client records.
* Filing of Vendor bills

**Worked with Aditya Datamatics (Housing Society Auditor & Consultant) as an Account**

**Assistant (April 2013 – Feb 2014) - 11 Month.**

**Job Description:**

* Worked on NEST & MAXX (Society Accounting Software)
* Maintenance of all MIS reports related to Society Dues.
* Data entry of Bank, Expenses & Receipts.
* Bank Reconciliation

**Area of Expertise:**

Good in co-ordination skills, flexible, able to multi task, prioritize work and work proactively.

Ensuring smooth execution of day to day operations.

**Strengths:**

* Possess good relationship building and interpersonal skills
* Hardworking and quick learner
* Commitment towards work
* Sincerity and Self-Confidence
* Good team player
* Quick adaptability to challenging situations

**Personal Detail:**

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| **Date Of Birth** | : 10th Aug 1994 |
| **Marital Status** | : Unmarried |
| **Nationality** | : Indian |
| **Languages** | : English, Marathi, Hindi. |
| **Address** | : 302/16, Gajanan Apt. No. 2 , Near Model English High School,  Kolsewadi, Kalyan (East) – 421 306. |

I hereby declare that all information is true to the best of my knowledge and belief.

**Ankita Ashok Kathe**