

CURRICULUM VITAE

Seema Panthri



Branch:

**FINANCE &
ACCOUNTING
AND
COMMERCE EDUCATOR**

Address:

Permanent:

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Lakhpur Colony Part 1
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Career Objective

To learn and function effectively in an organization and be able to deliver to the bottom-line. To constantly upgrade my knowledge and skills and make a difference in whatever I do.

Education

EXAM	UNIVERSITY/ BOARD	NAME OF THE INSTITUTE	YEAR	DIVISION
MBA	IGNOU	IGNOU	2021	1st
M.COM	IGNOU	IGNOU	2017	2nd
B.COM	University of Delhi	P.G.DAV College	2015	1st
S.S.C	CBSE	G.G.S.S. School	2012	1st
H.S.C	CBSE	G.G.S. School	2010	1st

Qualify NTA UGC NET JUNE 2020 for Assistant Professor

Experience

- ❖ **Organization: - ICA Institute Rajouri Garden Delhi**
- ❖
 - ❖ **Profile :-** Accountancy and Finance Educator
 - ❖ **Date of Joining :-** 8th August 2020 to Still Working
 - ❖ **Responsibilities taken:-**
 - ❖ **Teach following subject**
 - Financial Management
 - Banking and Insurance
 - Accounting and Finance
 - Business Environment
 - Business Economics
 - Income Tax and Tax Planning
 - International Business
- ❖ **Organization: IRC Engineering Service(I) Pvt. Ltd.**
- ❖ **Profile: Accounts Executive**
- ❖ **Time Period :-** July 2019 to March 2020
 - ❖ **Responsibilities taken:-**
 - Accounts Receivables and Accounts Payables.
 - Plan cost and compare with actual cost & identify Deviations.

Personal Data:

Date of Birth: 30-03-1995

Sex: Female

Marital Status: Unmarried

Category : GEN

Nationality: Indian

Mother Tongue: HINDI

Religion : HINDU

Hobbies:

Family Background:

Father's Name: Bhagwati
Prasad Panthri

Mother's Name: Beena Devi

- Handling Sales Tax, VAT, TDS.
- Prepare Excise & Export Documents.
- Identify the cost of the product.
- Preparation of BRS in Tally.
- All transaction related to Tally
- Generate purchase order on behalf of the organization.
- Invoicing in Quick Books.

❖ **Organization: - Savgen India Pvt. Ltd.**

❖ **Profile :-** Accounts & Audit Executive

❖ **Date of Joining :-** November 2016 to July 2019

❖ **Responsibilities taken:-**

- Accounts Receivables (O2C) and Accounts Payables (P2P).
- Vendor, Customer & GL reconciliation.
- Intercompany/Segment entries and reconciliations.
- Reconciliation of Vendors & customers statement
- Working of outstanding report & Ageing of Vendors
- Reconciliation of Sales, Vendor, Bank, Cash & Card
- Auditing of Sales, Cash, Bank, VAT, CST, PT, PF, & others
- Invoicing in Quick Books.
- Inventory Reconcile in Quick Books
- Warehouse Audit on Quarterly Basis.
- Budget Planning, Controlling & Variance Analysis.
- Preparation of MIS Reports & Financial Statements.

Additional Certification Courses

- 1 Year complete Business Accountant Course from ICA South Ex in 2014
- 2 months basic (word, excel PowerPoint) computer course from Mint India in 2013.

Computer Skills

- Operating System : Microsoft office (Excel, Word, Power Point,)
- Software Knowledge : Tally & Quick Books

Languages Known

- English and Hindi

Personal Strengths

- Quick Learner, I am curious to know new things, Sincere to my work, I can easily adapt to any environment.

Declaration

I hereby declare that the information furnished above is true to The best of my knowledge.

Place: Delhi

Signature

Date:

