**Seema Dinesh Mishra**

Address: C-1 madhuban mishra compound R.R thakur marg, behind maharaja Bhavan ,Jogeshwari – (E) Mum- 400060,

Mobile No: 8108608984 \9892254591

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**OBJECTIVE**

To work a reputed company organization where I can effectively work with commitment and honesty for the progress of my company and for personal career growth and ability to take the responsibility of work, under pressure.

**Personal Information :**

**Date Of Birth** :- 4 MAY 1995

**Nationality**  :- Indian

Gender :- Female

**Language Know** : - English ,Hindi &Marathi (Read, Write ,Speak)

**Marital Status** :- Single

**Hobbies**  :- Music, reading & playing

**Education Qualification**:

T.Y.BCOM Pass march 2015 (Mumbai university)

HSC : (Mumbai Board)

SSC : (Maharashtra Board)

**Extra Qualification**:

Basic knowledge of computer like MS-Excel , MS-Word , MS Power Point , Internet , Email,

Tally 7.2 , 9 , ERP 9 Version. Advance Excel, vat express software, income tax software cubic

**Employment History:**

**Work experience**

**Employer**: KUSHIK MEHATA (Rushabh Marketing)

**Designation** : loan verification Department

**Date of employment** : 1 January 2013 To 31 July 2013

**RESPONSIBILITIES**

* Verification of document
* Pending Document are collected to customer
* And Enter Recorded in the system

**Work Experience:**

**Employer** : REENA MADAM

**Designation:** Customer Relationship Management

**Date Of Employer**: 1 April 2014 To December 2014

**RESPONSIBILITIES**

* Solve the customer problems
* And give the resolution

**Work Experience:**

**Employer:**KAMLESH RANAWAT

**Company**: Arihant poyplast & Arihant polymers

**Designation**: Account Assistant

**Date of Employer**: 1 May 2015 To 10 November 2015

**Responsibilities**

* Accounting Entries
* Purchases & sales and invoice entry on tally 9.0 version.
* Preparation of cheques & Maintaining
* Receipt & payment entry on tally 9.0 version

**Work Experience**

**Employer :** VIBHUR GULATI

**Company:** DESIRE MOULDING PVT LTD

**Designation:** Account Assistant

**Date of Employer**: 15 November2015 To 31 JANUVARY

**Responsibilities**

* Accounting Entries
* Purchases & sales and invoice entry on tally 9.0 version.
* Preparation of cheques & Maintaining
* Receipt & payment entry on tally 9.0 version
* Transport related problems & Information give To customer

**Work Experience**

**Employer :** NIRAV SHAH

**Company:** NJ SHAH AND ASSOCIATES

**Designation:** Account Assistant

**Date of Employer**: 08 FABUARY 2016

**Responsibilities**

* Accounting Entries
* Purchases & sales and invoice entry on tally ERP9.0 version.
* Preparation of cheques & Maintaining
* Receipt & payment entry on tallyERP9.0 version
* TDS Work (Like deduction of TDS File TDS Return Apply TDS Certificated )
* Applying C-FORM,H-FORM & F-FORM
* GST Registration
* Registration of ROF
* VAT Return
* Preparing Balance
* Bank Reconciliations

**Place : Mumbai**

**Date:**

**Yours Faithfully,**

**(Seema Dinesh Mishra)**