

Juhi Chawla

Accounts Executive - Millennium Automation Systems Limited

Faridabad, Haryana - Email me on Indeed: indeed.com/r/Juhi-Chawla/8b80a5e1eab16105

My objective is to pursue a career with an organization where my education, knowledge and skills can be effectively applied for my career growth and advancement. I aim to be responsible and accountable for every task.

WORK EXPERIENCE

Accounts Executive

Millennium Automation Systems Limited - Faridabad, Haryana - November 2016 to Present

with Competent System Resources in Faridabad from January, 2016 to November, 2016.

- Worked with Advocate Mr. R.K Mangla as a trainee accountant in Faridabad from July, 2015 to October, 2015.

Work Exposure

Banking

Working knowledge of:

- Letter of credit
- NEFT
- RTGS
- Bank Guarantee etc.
- EMD

Accounting & finance

- Finalising and reconciling the financial statements.
- Assisted the seniors with data compilation and return filing of Sales tax of Haryana VAT and Delhi VAT.
- Preparation of MIS on various issues like sales, new projects related to IT etc.
- Bank Reconciliation.
- Preparation and Audit of Bank Guarantees, Bank charges.
- Preparation of Bank Guarantees, letter of credits etc. on a daily basis.
- Calculation of Imprest expenses of employees & doing their reconciliation.
- Preparation of daily cheques and printing them from Tally.
- Preparation & online payment of monthly salaries.
- Invoicing of products being listed for sale on online websites like Flipkart and Snapdeal.
- Allocating loans to staff & arranging for the requisite documents from them.
- Preparation of sales invoices on a daily basis.
- Estimating and analysing cost of projects
- Preparation of debit note and credit note on routine basis.

Miscellaneous

- Detailed listing of products along with their descriptions on the firm's E- Commerce Website.
- Dealing on the GEM portal of Government of India.
- Preparing MIS of personal income of director in Millennium Automation Systems Limited.

Achievements and Awards

- Awarded for the best singing talent in singing competition on the occasion of Republic day during school days.
- Appreciated as the best harmonium player in school competition.

- Got certificate of excellence for scoring second position in school activities.
- Actively participated in 'Pratibha'(the annual talent show) held every year in school.
- Presented a project named "The Mall" during the annual school function.

EDUCATION

B.com

School of Open Learning, Delhi University - Delhi, Delhi
2015

CMA in Cost Management Accountant

Central Board of Secondary Education
December 2012

MBA in Finance

Amity University - Noida, Uttar Pradesh

SKILLS

Microsoft office (2 years), Tally ERP 9 (2 years)

ADDITIONAL INFORMATION

Key Skills

- Fluency in English.
- Willingness to learn.
- Able to take responsibility for the work allotted.