

Priyanka Mallick

Junior Accountant - KUKREJA CONSTRUCTION & HOTEL

Navi Mumbai, Maharashtra - Email me on Indeed: [indeed.com/r/Priyanka-Mallick/0249ad9c653fd18a](https://www.indeed.com/r/Priyanka-Mallick/0249ad9c653fd18a)

To seek opportunity that will lead my personal development and give me the chance to prove myself in adding value to the prosperity of the company, intend to build a carrier with co-operate of high tech environment with committed and dedicated people which will help me to explore me fully and realize my potential. Willing to work as a key player in challenging and creative environment.

WORK EXPERIENCE

Accounts Executive

H v patel and associates - Navi Mumbai, Maharashtra - May 2014 to Present

Responsibilities

Accounting job and service tax vat tds return

Junior Accountant

KUKREJA CONSTRUCTION & HOTEL - December 2011 to Present

Job Profile in Details:-

Accounting: -

- To maintain Proper record of Cash Balance
- To pass sales entry /purchase entry.
- To maintain bank account / cash account in tally.
- To maintain petty cash monthly voucher.
- To prepare bank reconciliation in tally.
- Verification of Cash Book and cash payments
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- Expenses vouching.
- Verification of outstanding liabilities.
- Basic Knowledge of TDS, Service Tax, Profession Tax, MVAT, Sales Tax.
- Ledger Scrutiny.

Account Assistant

GAJRA ASSOCIATES - Vashi, Maharashtra - March 2011 to October 2011

Groma House, Sector 19A, 9th Floor,

Office No 903, Vashi, Navi Mumbai-706

Designation: Account Assistant.

Job Profile in Details:-

Accounting:-

- To pass sales entry /purchase entry in tally.
- To maintain bank account / cash account in tally.
- To maintain petty cash monthly voucher.
- To draft balance sheet /profit & loss account in excel sheet.
- To prepare bank reconciliation in tally.
- Helping my Senior for preparing finalization.
- Prepare the TDS File Return and Prepare the Profit & Loss A/C, Balance Sheet.

- Ledger Scrutiny.

Computer Operator

" SUNNY REAL ESTATE" - Navi Mumbai, Maharashtra - September 2009 to March 2010

Receptionist, Cashier)

Job Profile in Details:-

Receptionist, Cashier:

- To maintain Proper record of Cash Balance
- Preparation of Room Agreement.

EDUCATION**MS in English**

Mumbai University - Mumbai, Maharashtra
2010

Business Accountant

I.I.J.T. Institute