

# RUCHIRA r MALGAONKAR

Accounts Executive - CARNIVAL FILMS ENT PVT. LTD

Mumbai, Maharashtra - Email me on Indeed: [indeed.com/r/RUCHIRA-r-MALGAONKAR/79f38d8d921fe9c0](https://indeed.com/r/RUCHIRA-r-MALGAONKAR/79f38d8d921fe9c0)

Contribute In achieving company's goal and to grow with the company by utilizing my potential to the fullest by continuous learning and upgrading my skills thereby adding value to my work place.

## WORK EXPERIENCE

### Accounts Executive

CARNIVAL FILMS ENT PVT. LTD - August 2013 to Present

Doing parties reconciliation as well daily bank reconciliation.

- Passing day to day accounting entries in the accounting software voucher entries receipts, payments, contra, journal, debit note and credit note, purchases bills and purchase Expenses entries.
- On Daily Basis preparation of Cheques, NEFT & RTGS documents
- Preparation of cash flow.
- Petty cash handling of head office.
- Making vat tax summary.
- Checking Quarterly basis Transfer Accounts for the purpose of preparation of Balance Sheet
- Films Distributor Bills are also booked & payments with due care in the Accounting System
- Preparing week wise entertainment tax cheque payment.
- Preparing month wise show tax cheque payment.
- Verify billing rate, discount, credit period, credit Limit of Creditors.
- Passed monthly journal entry of provision for expenses.

### Accountant

A. V. Securities - September 2012 to April 2013

Managing the day to day office works.

- Journals, Purchase, Sales, Receipts and Payment Entries.
- Billing & Making Consolidation Data.
- Operating Bank Statement & Reconciliation.
- Making Quotations etc.
- Issue Cheque, NEFT, RTGS & Depositing cheques.
- Replacement
- Follow of payment
- Handling petty cash related work.
- Monitor & assist the stock.

### HR Recruiter

Creative & Innovative Placement - June 2010 to April 2012

H.R. Recruiter (Make a call to Candidates & take Interview & Recruit them as per their job Profile & Qualification.)

- Screening profiles as per requirement using sourcing tools i.s Times Job and Monster job portals / internal database / job posting and referrals.
- Interacting with the candidates for job openings / scheduling and organizing the interviews.
- Making successful salary negotiations & Feedback from candidates.
- Handling employees/client queries and Maintaining Good Employee/client relation.

- Use social and professional networking sites to identify and source candidates.

## EDUCATION

### **M.COM**

Mumbai University - Mumbai, Maharashtra  
March 2015

### **B.COM**

Mumbai University - Mumbai, Maharashtra  
March 2012

### **MS in Industrial Accountant**

Institute of Computer Accounts

## ADDITIONAL INFORMATION

### Personal Skills:-

- Computer literate and have knowledge of internet and Tally.
- Working experience in Company software, Excel & SAP.

### Area Of Interest:-

Administration, Accounts, Back Office, Finalization of Accounts