

# AMRUTA MORE

Borivali West (Mumbai)

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Experienced Professional with 4 years responsible for all accounts receivable related functions in a high volume retail environment. Proven competence in efficiently tracking payments. Strong problem-solving and communication skills demonstrated in successful resolution of customer billing issues. Recognized as a dedicated worker who is driven to meet accounts receivable targets and contribute to the company's profitability.

## SKILLS

- ✓ Organized, detail oriented and has experience in all aspects of A/R.
- ✓ Experience in other areas of accounting, Admin etc.
- ✓ Comprehensive problem solving skills, excellent verbal and written communication skills,
- ✓ Ability to deal with people diplomatically, willingness to learn, creativity, patience, self confidence and interpersonal relationship building.
- ✓ proven ability to maintain precise records

## WORK HISTORY

### CHOICE GROUP OF HOTELS

Accounts Receivables Assistant

June 2019-Currently Working

- ❖ Created and maintained the accounting records for the company using IDS Software.
- ❖ In charged of the proper invoicing within standard polices reflective of the customer's requirements.
- ❖ Worked with any and all personnel to assure timely and accurate invoicing and rating occurs.
- ❖ Required to interface with departmental managers and occasionally with the Executive Board.
- ❖ Handling Accounts Receivables, Credit Control and Debtors Analysis,
- ❖ Preparation of Outstanding reports of debtors and taking follow-up of the Outstanding.
- ❖ Preparation of MIS reports & proper recognition of revenue and expenses for departmental cost center activity.



- ❖ Drafting and reviewing all contracts with vendors and other clients

## **LYNX COMPUTERS**

### **Accounts Assistant**

**Nov 2018-April 2019**

- ❖ Prepared Journal entries, complete general ledger Operations, monthly, year-end closings and draw up and -financial reports and prepare bills of Company.
- ❖ Reconciliation of bank accounts, General Ledgers of Debtors,
- ❖ Preparing Commission Statements of Vendors.
- ❖ Support the company in optimizing our financial transactions and systems by performing reconciliation of payments and customer accounts.
- ❖ Perform daily cash management duties, including the recording of bank deposits, updating and distribution of cash receipt logs, and posting of cash to the accounts receivable sub-ledger
- ❖ Preparation for GST & Income Tax, TDS etc.
- ❖ Exercise integrity and confidentiality in financial reporting, and comply with federal, state, and local financial requirements

## **INTERNSHIPS**

- 1) Internship in Public Concern for Governance Trust (NGO) for One Month (Sept. 2017).
- 2) Internship in State Information Commission with Mr. Ajit Kumar Jain (C.I.C.) for a Week (OCT 2017).

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## **EDUCATIONAL BACKGROUND**

A.I.B.E. Exam. Passed in 2020

LLB, Ambedkar College of Law with 69% (Corporate & Banking law)  
2015- 2018

MCOM, University of Mumbai with 71%.  
2016- 2018

BCOM, Thakur College of Sci & Com with 70%.  
2012- 2014

## **CERTIFICATES**

- Certificate course in TALLY ERP.9 -grade A
- Diploma in Cyber Law ( Government law college).

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## **PERSONAL INFORMATION**

**DOB** : 18<sup>th</sup> March 1993



Hobbies : Sports, Travelling, Cooking.

