

## CURRICULUM VITAE

Angel Mahesh Jena.  
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### CAREER OBJECTIVE

Aspire for the position of financial planner in order to utilize the academic knowledge for organizational benefit. Along with professional upgradation, also emphasize on overall professional development which can be achieved working with your esteemed organization.

### PERSONAL INFORMATION:

Name : Angel Mahesh Jena  
Contact No : 7738715885  
Date of Birth : 8<sup>th</sup> March 1993  
Gender : Female  
Nationality : Indian  
Language Known : English, Hindi, Marathi, Telugu  
Hobbies : Playing Cricket, Football, Chess  
Place : Mumbai

### ACADEMIC CREDENTIALS

Year of Passing	Degree/Course	Grade	Board/University Name
2014	B.com	First class	Mumbai University
2011	HSC (Commerce)	First class	Mumbai University
2009	SSC	First class	Maharashtra Board

### EXTRA QUALIFICATION:

- MS-CIT, TALLY.  
(6 months certificate course) Passed out in year 2012
- Advance Tally, Advance Excel.  
(6 months certificate course) Passed out in year 2016

## Work Experience

**ORGANISATION:** Vision Rescue  
(NGO based at Vikhroli, Mumbai)

**POSITION:** Personal Assistant to Director Operations (Trustee)

**PERIOD:** 1st November 2018 till date

### **My Key Responsibilities;**

- Assist Director in daily work.
- Plan and Arrange Meetings
- Follow-up of mails
- Prepare travel plans
- Coordinate with Managers, Coordinators, Clients dealing with the Director
- Organise & Support Events
- Guest Relationship & all arrangements required.
- Ticketing & Bookings
- Documentation Work
- Dealing with the Accounts section, Banks, Auditors.

**ORGANISATION:** Vision Rescue  
(NGO based at Vikhroli, Mumbai)

**POSITION:** Assistant Accountant

**PERIOD:** 22 July 2014 to 30 October 2018

### **My Key Responsibilities;**

- Bank Statement Updates of Vision Rescue & NICOOG
- Vision Rescue Bank & Cash Tally Entries
- Checking bills from Daybook (Proper Bills)
- Vouchering Bank & Cash Bills
- Preparation of Receipts of VR Donations
- Maintaining of Donors Details (Pan Card, Address etc)
- Fees Collection of Beacon School
- Maintaining Beacon School Fees Records in Excel (Standard & Yearly Division)
- Cash & Vouchering bills according to Daybook NICOOG (FCRA & LOCAL)
- Cash & Bank, Vouchering bills according to Daybook NICOOG (CHENNAI)
- Preparation of Auditor Statement
- Assist in Auditor Query response
- Documentation collection of Jireh
- Prepare purchase (invoices, payment advice from FedEx and bank)
- Organise & Support event
- Supporting & Organizing Administration

## DECLARATION

I hereby declare that the above furnished information is correct to the best of my knowledge and belief.



**Angel Jena**