

RESUME

MAHESHWARI GUNLUR

Plot No. 26, Line-Q, Room No. 01,
Shivaji Nagar,
Govandi (W) 400043.

MOB. NO. : 9004812754

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CAREER SUMMARY:

More than Two years of experience in handling the Entries which is related & basic of Accounts in Manufacturing & Construction Company. Good negotiating and coordinating skills that helps in targets and deadlines. Hands on experience on working with ERP tools like Tally, MS Office and Expertise in handling my Work & Responsibilities.

COMPANY PROFILE M/S. FUTURE RETAIL LTD – commercial Accounts Department

Future Group the biggest chain retails of India. The Value retail business of company is operated in CHM & Small format stores. CHM store are known as Big Bazaar & small format is Easy day.

WORK EXPERIENCE

Worked with Future Retail Ltd (Future Group) From **Dec 2018 to 2 Jan 2020.**

- Receiving the invoice from vendor.
- Verifying it by 3 way the purchase order, good received note and the invoice document.
- Booking daily 200 invoices.
- Resolve invoice discrepancies.
- Process credit memo.
- Reconcile vendors accounts.
- Maintain vendor files.
- Interacted with vendors and resolved account related issues.
- Reconciliation of Sales.
- Tender Wise Reconciliation (Cash, Credit card, paytm,etc)
- Bank Reconciliation.
- Booking petty cash expenses under proper GL.
- Coordination with stores for ageing report.
- Coordination with stores for Goods received note.
- General ledger entries posting.

Other Commercial Activities : (New Store Opening)

- Arranging things for new store like sodexo activation, cash pickup management & Swipe Machines .

PAST WORK EXPERIENCE:**Shree Samarth Engineering.**

Worked as an Accounts Assistant From Sep 2016 to Nov 2018.

- Independently handling all vouchers (Purchase, Sales, Bank & J.V)
- Making Entries for a Stock Transfer, inwards & outwards into the system.
- Making Contra Entry in Tally Erp9.
- Making Receipt & Payment Entries.
- Handling Debtors & Creditors Reconciliation.
- Maintaining of petty cash Vouchers & Entering it in Tally.
- Making Debit note and Credit note Entries.
- Basic knowledge of TDS.
- Bank Reconciliation.
- Doing Bank work like Preparing cheque & Net Banking (RTGS & NEFT).
- Preparing Quotation and sending Quotation to Clients as per requirement.
- Making e-way bill for the invoice & GST working.
- Maintain attendance record of employees & Salary of all employees

EDUCATION QUALIFICATION :

Education	Board / University	Year of Passing	Percentage
S.S.C.	Mumbai	March 2009	61 %
H.S.C.	Mumbai	Feb 2011	57 %
T.Y.B.Com	Mumbai	March 2014	66 %

COMPUTER SKILLS:

- MS-CIT.
- TALLY ERP 9.
- Advance Excel.
- SAP – HANA

PERSONAL DETAILS :

DATE OF BIRTH : 29th June 1993
NATIONALITY : Indian
GENDER : Female
LANGUAGES KNOWN : English,Hindi & Marathi

Date :

Place:

(MAHESHWARI GUNLUR)