




• Contact

 Dolphin Chs, Flat No: 109,
Plot No: 22, Sector : 13,
Near Ayyappa Mandir,
New Panvel Navi
Mumbai, MH, 410206

 919-757-141606

 mtanvi4490@gmail.com

• Skills

Data entry



Accounts payable and
receivable



ERP software



MS Office Suite



Accounting and
bookkeeping



Bank reconciliations and
balancing



Year-end close



Accounts payable



Tanvi Morye

Account Executive

Experienced Account Assistant offering 4 years of experience in [Manufacturing Industry](#). Driven to provide efficient, accurate and high-quality support.

• Work History

2018-11 -

Current

Accountant

Ram Fashion Exports Pvt Ltd, NAVI MUMBAI,
MAHARASHTRA

- Provided journal entries and performed accounting on accrual basis
- Making Cheque Payments of Suppliers
- Exim Accounting
- Data Entry of Purchase, Payments in Tally ERP9
- Generating Debit Note from IBS Software
- Checking and Maintaining Rates of Goods Purchased
- Checking and Maintaining Inward goods
- Generating MIS Reports from IBS Software
- Ledger Reconciliation of Suppliers Accounts
- Helping Seniors in Accounts closing

2016-04 -

2017-12

Accounting Assistant

Shalibhadra Creations Pvt Ltd, MUMBAI,
MAHARASHTRA

- Reconciled all company accounts, including credit cards, employee expenses and commissions
- Data Entered of Purchase, Payment. Receipt, Journal in ERP Software
- Communicated with suppliers to reconcile invoice payments
- Evaluated employee expense reports and verified accuracy
- Directed clients to appropriate accountants,

Account reconciliation



• Languages

English



Hindi



Marathi



2014-11 -
2016-04

answered phone calls and replied to office emails for excellent customer service

- Bank Reconciliation
- C Form Application
- Helped Seniors in GST Returns
- Helped Seniors in TDS
- Generated Purchase Order in ERP Software
- Managed Accounts Receivable of Sister Concern

Accounts Assistant

Mangal Singh Bros Pvt Ltd, NAVI MUMBAI, MAHARASHTRA

- Communicated and resolved disputes with clients regarding outstanding invoices, payments and adjustments
- Prepared and mailed invoices to customers, processed payments and documented account updates
- Maintained clean and organized files by keeping accounts payable records up-to-date
- Used Enterprise Software to prepare weekly and monthly financial reports
- Reviewed figures, postings and documents for correct entry, completeness and accuracy
- Performed administrative and clerical duties such as word processing, data entry, faxing and copying
- Matched purchase orders with invoices and recorded necessary information
- C Form Application and Recording in MIS
- Helping Seniors in Sales Tax Assessment

• Education

2012-08 -
2014-03

M. Com: Accounting

SIES College Of Arts, Commerce And Science - Nerul, Navi Mumbai

2008-06 -
2011-03

B.M.S.: Business Management

Pillai's College Of Arts, Commerce And Science - New Panvel, Navi Mumbai

2006-07 - 2008-02	GED Mahatma Jr College Of Arts, Commerce And Science - New Panvel, Navi Mumbai
1994-06 - 2006-03	High School Diploma Pune Vidya Bhawan - Ghatkopar, Mumbai

• **Certifications**

2008-04	C, C++
2012-10	Tally
2014-06	PGPTM

• **Interests**

Teaching
Reading
Internet Surfing

• **Additional Information**

Father Name: Mr Uday Anant Morye
Occupation: Retired
Mother Name: Mrs Swati Uday Morye
Occupation: Homemaker