**Karishma Francis**

**Address: Room No. 5 & 6 F/B Bldg.**

**Sai Darshan Bldg,**

**Shirdi Nagar, Bhayandar (East)**

**Mobile: 9594625428 Email: skarishma01@gmail.com**

**OBJECTIVE**

**Seek an opportunity to develop my skills by learning off those more experienced.**

**Education: Percentage**

* SSC from Our Lady of Valinkanni High School 66%
* HSC from Thakur Collage of Science and Commerce 64%
* TYBCOM from Chinai Collage of economics and Commerce 71%

**Work Experience:**

* **Worked at D. C InfoTech for 1 Year as an Accountant. Oct 14 to Jan 15**
* Accounts Payable & Accounts Receivable. Vendor Management.
* Looking after preparation of all types voucher like Cash, Bank, Journal, Sales, Purchases, Debit Note, Credit Note.

* Follow up for collection and payment

* **Working at WorldTravel Studio HNV Pvt Ltd from 05th Jan, 2015 as an Sr. Executive Accounts & Administration.**

**Accounts**

* Accounts Payable & Accounts Receivable. Vendor Management TDS, PAN, Bank details for ECS. Petty Cash maintenance.
* Responsible for daily accounting of the company, Handle Petty Cash & Bank Reconciliation, Credit monitoring and controlling, Analyze profit for each job and prepare salesman report along with commission.
* Looking after preparation of all types voucher like Cash, Bank, Journal, Sales, Purchases, Debit Note, Credit Note and their proper posting in the books of accounts, Scrutiny of ledgers, Reconciliation of Debtors & Creditors also preparation Bank Reconciliation statement.
* Collection & payment follow ups, Preparing MIS report.

**Admin**

* Recruitment, sales staff office boy, accounts, Bank Cordnation,Bank related work, maintenance of attendance, preparation of salary, Preparing appointment letter Joining letter offer letter
* Taking dictation and maintaining store of office supplies, recording minutes of meetings.
* Handling requests from other professionals, strictly adhering to office policies and procedures, especially regarding confidentiality.
* Acting as a point of contact for clients tracking accounting information.
* Helming the reception desk when necessary & Coordinating between professionals and departments.
* Opening, sorting and distributing mail to various professionals in the office answering phone calls and taking messages.
* Running errands to post office, office supply store, assisting in resolving problems.
* Scheduling and coordinating meetings, appointments, and travel arrangements for other professionals.

**Computer Proficiency:**

* Operating OS: Windows XP/Vista & 7.
* Microsoft Office.
* Microsoft Excel
* Microsoft Power Point
* Tally ERP 9.

**Responsibilities/Duties:**

* Sales, Journal, Receipt, Payment, Order received & Given entry, Sales return, Entry very well maintain.
* Issue of Debit & Credit Note to the Party.
* Payable & Receivables statement and its follow up.
* All Regular Banking operations and coordinate with bank Manager for our adjustment and our work.
* Cash and Bank reconciliation handling petty cash

**Additional Skills:**

* Ability to work independently both with minimal supervision as well as in a team.
* Flexible and adaptive.
* Quick decision making.

**Personal Details:**

* Date of Birth: 1st October 1991.
* Languages known: English, Hindi, Gujarati, Marathi
* Marital Status: Married
* Other Interests: Photography, Music, Watching Movies.

I hereby declare that the above information is provided by me is true and correct to the best of my knowledge belief.

**Place**: Mumbai

**Date**:

Karishma Francis