

EDUCATION



MASTER IN COMMERCE
| VISHWA HINDU COLLEGE, GUG UNIVERSITY (KA)
2014-2016

RAJANI GAIKWAD

Mariamamma
Nagar Behind
Nehru
Planetarium
Lotus Worli
Mumbai -
400018

Date of Birth :
04/04/1993

PROFILE

To make optimum use of my talent in a growth oriented organizations, and to be involved as a part of team that dynamically works towards the growth of the organization, and to build flourishing professional career in the field of costing.

CONTACT

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9741278222

Web:
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WORK EXPERIENCE

❖ Company Name: **MANOKAMANA BUILDERS & DEVELOPER**

➤ **Designation:ACCOUNTANT**

➤ **Duration:2016-2017**

❖ Company Name: **S.B AUTOMATION**

➤ **Dealership : S.B AUTOMATION**

➤ **Designation:ACCOUNTANT**

➤ **Duration:2017- 2020**

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- Basic Computer knowledge and Tally.
- Prepare asset, liability and capital account entries by compiling and analyzing account information
- Document financial transactions by entering account information
- Recommend financial actions by analyzing accounting options
- Summarize current financial status by collecting information; preparing balance sheet, profit and loss statement and other reports
- Substantiate financial transactions by auditing document
- Maintain accounting controls by preparing and recommending policies and procedures
- Guide accounting clerical staff by coordinating activities and answering questions
- Reconcile financial discrepancies by collecting and analyzing account information
- Secure financial information by completing database backups
- Verify, allocate, post and reconcile transactions
- Produce error-free accounting reports and present their results
- Analyze financial information and summarize financial status
- Provide technical support and advice on management
- Review and recommend modifications to accounting systems and procedures

- Participate in financial standards setting and in forecast process
- Provide input into department's goal setting process
- Prepare financial statements and produce budget according to schedule
- Direct internal and external audits to ensure compliance
- Plan, assign and review staff's work
- Support month-end and year-end close process
- Develop and document business processes and accounting policies to maintain and strengthen internal controls
- Communicate effectively with clients
- Contribute to a strong client relationship through positive interactions with client personnel
- Communicate with Manager and/or Director on work status and client issues that arise

DECLARATION

I declare that the information mentioned above is true to the best of my knowledge

Date :

Place : Mumbai

Signature: Rajani Gaikwad