

Curriculum Vitae

Madhuri Tomar

Contact No.: (+91)9999577519

Present Address: Sec-2/76

Chiranjeev Vihar,

Ghaziabad UP-201002.

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Objective:

I am looking for good career growth opportunities, where my talent and knowledge could be best subjected and utilized for the benefit of the organization and myself.

Educational Qualification:

- High School from U.P. Board with Accounts stream in 2006.
- Intermediate from U.P. Board with Accounts stream in 2008.
- I have completed my graduation (B.COM) from Delhi University in 2012.
- I have Completed my L.L.B from C.C.S University in 2015.

Professional Qualification:

- L.L.M form Rajasthan University
- I have completed CIA+ course from ICA institute, Ghaziabad.

Skills:

- **Languages known** : Hindi, English.
- **Computer Skills** :M.S.Office, Friendly Net Busy & Tally Erp9.
- **Typing** :English.

Strengths and Abilities: .

- Flexible and Hardworking.
- Positive Attitude.

Hobbies:

- Listening Music.
- Reading Books.

Experience :

- Worked in SS BOTTMAC ENGINEERS PVT LTD From Jan 2013 to Aug 2014
- Worked in BOTTMAC INDIA From Sep 2014 to Dec 2017
- Currently working with MAIDEN FORGINGS PVT LTD

Job Profile:

- Preparation of all Cash Voucher, Bank Voucher & Journal Voucher.
- Cash Handling.
- Maintaining of Supplier Payment / Cheque Preparation
- Maintaining of Form C, Form 38.
- TDS Deduction, Deposit & Return.
- VAT Monthly/Annual Return.
- Bank Reconciliation.
- Party Reconciliation on Monthly Basis.

- Distribution of cash agst. Salary/other exp.
- Journal Voucher booked in CMC ERP.
- Preparation of banking work.
- Preparing salary data of all employees.
- Responsible for check Travelling Allowances bill of employees as per their work plan.
- process in accounts head for reimbursement.
- Maintain couriers record and responsible for prepare circulars and letters etc.
- Preparation of day to day cash voucher & cash book.
- Preparation Excise Bills, Purchase Bills, Voucher entry and an understanding of Bank Documents etc.
- Preparation of accounts & Bank entry, Bank & Party Statement Reconcile, Filing of tax, Cheque make.
- Maintain all work of Sale tax,
- Preparation Contracts Bills, Purchase Bills, Administration Bills,
- Transportation Bills, and an understanding of Bank Documents etc.
- Preparation of accounts, Journal entry, Cheque make.
- Knowledge of Accounts Payable and Accounts receivable.
- Maintain Service Tax & TDS, Excise and Daily and Stock Registers.
- Making Bills & Challans, Properly Indexing files, Data Entry in ERP, Excel &
- Tally
- Knowledge of GST.

Personal Details:

- **Name** : **Madhuri(Mona) Tomar**
- **Father's Name** : **Mr. M.S. Tomar**
- **Date of Birth** : **4 Nov 1991**
- **Marital Status** : **Married**
- **Languages Known** : **English& Hindi**
- **Nationality** : **Indian**
- **Religion** : **Hindu**
- **Gender** : **Female**
- **Permanent Address** : **Sec-2/76, Chiranjeev Vihar, Ghaziabad.**

Declaration:

I hereby, declare that the above information is true to the best of my knowledge.

Date:

Place: Ghaziabad.