

# PROFILE

Intend to build a career with leading corporate of hi-tech environment with committed and dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging and creative environment.

# CONTACT

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+91 9137695171

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# ADDRESS

Room No.2 Chawl no. 2 Ram Akbal

Pandey Chawl Ganesh Maidan,

Kajupada, Pipeline,

Kurla Mumbai - 72.

# SKILLS

Tally 9, MS-Office, MS-Excel, MS-CIT, Oracle ERP, Typing English & Marathi (50 wpm.),

ENET-Banking software

Teamwork Problem Solving

**LANGUAGES KNOWN**

English, Hindi and Marathi.

# HOBBIES

Drawing, Trekking,

Listening to Music.

**PREETI J. VISHWAKARMA**

Accounts Executive

# EDUCATION

**University of Mumbai**

2010 – 2011

## Master of Commerce (M. Com)

**K.J Somaiya College of Arts and Commerce**

2008 – 2009

## Bachelor of Commerce (B. Com)

**S.N.D.T Women’s University**

2005 –2006

## HSC

**WORK EXPERIENCE**

**NAS Aviation Services India Pvt Ltd. (Sr Accounts Executive) (November 2011 – Present)**

-Generating and maintaining various reports such as Weekly Cash flow, -MIS cash flow, collection summary, Expense Variance Report, Business Travel Report, Oracle Break up report related to --MIS Reporting/closing purpose and through Discoverer.

-Routine day to day accounting work payment, Receipt, Sales Invoice Purchases & journal Entry well conversant with oracle.

-Making payments/Remittance to Vendor, Creditors, Staff Salary, PF, Esic, PT & Utility Bills etc.

-Coordinating & Ensuring all statutory payments on time.

-Petty cash management.

-Ledger Balance confirmation for audit purpose.

-Maintaining Prepaid insurance & Expense Schedule

-Handling vendor reconciliation including follow up, communication with vendors and resolution of queries.

-Asset booking in Oracle & Running Depreciation.

-Creating New Supplier and customers in Oracle.

-Billing to customer as per agreement. Booking revenue in oracle.

-Handling Mail Inward/ Outward & daily Correspondence Work.

-Bank Reconciliation in oracle and excel.

-GST input statement and GST 2A reconciliation.

-GSTR1 and 3b return filling.

-TDS deduction and payment. TDS monthly reconciliation and TDS returns.

## Sriram Filteration & Engg. Co. (April 2010 - November 2011)

## Accounts Assistant

-Draft Letters, Making Quotation in Tally, Bank Reconciliation, Maintain -Petty Cash vouchers etc. Entry in Tally Receipt, Payment & Journal Entry.

-Handling Mail Inward/ Outward &amp; daily Correspondence Work -Handling grievances of customers.

-Regularly follow up for C form.

## Bombay Agency (December 2009 – March 2010) - Accounts Assistant

-Making Sales Invoice in Tally. Managed Sales & Purchase Book. -Bank Reconciliation in tally.

-Making Cheques and maintained Receipt & Payment Book.

-Drafted Letters & keeping records for all correspondence work.

## Abhipraay Center of Ultrasound, Mumbai (April 2006 – Mar 2019) Senior Accountant. - (Part – time)

## -Bank Reconciliation, Maintain Petty Cash vouchers etc.

-Handling Mail Inward/ Outward, making cheques.

-Maintaining Patients records break up wise. Daily Cash handling.

-Daily Expense booking and Patients Entry in Software.

Place: Mumbai Preeti Vishwakarma