

## ANJALI RAMCHANDRAN KOUNDER



### Contact

**Address:**

548, Shikladevi shifting,  
D.N.Nagar, Andheri(W)  
Mu-53

**Phone:**

+91 98925 87959

**Email:**

gounders54@gmail.com

### Personal Details

**DOB** : Aug 11 '96

**Marital Status:** Unmarried

**Gender** : Female

### Languages

Tamil  
Marathi  
English  
Hindi

### Objective

My primary is to get valuable experience and knowledge. I am focused and determine individual. I have always perused for excellence and I will continue to do so to achieve my goals.

### Experience

**Accounts Executive** – 01<sup>st</sup> Oct 2018 to 27<sup>th</sup> NOV 2020

**Velvin Paper Products, Mumbai.**

- Keeping books of accounts include accounts payables & receivables, purchase & sales, cash & bank Etc.
- Monthly reconciliation of bank accounts & bank documentation works
- Preparations of payments to vendors on due date
- Preparation of salary payroll & Travel claims
- Preparing and maintaining TDS and GST workings
- Maintaining documents that required during Income Tax Audit
- Coordination with bank for maintaining limits, E-Banking, Statements and related documentations
- Maintaining carriage inwards/outwards and travel registers
- To maintain all entries in FINSYS ERP and Tally ERP 9
- Creditor & Debtors payment control

**Accountant** – 02<sup>nd</sup> Feb 2016 to 28<sup>th</sup> Sep 2018

**Tax Remedies, Mumbai.**

- Keeping books of accounts include payables & receivables, Cash & Bank
- Preparation of company invoices
- Preparations of payments to vendors
- Handing of GST & TDS related Activities
- Petty cash, Bank reconciliation on daily basis
- GL scrutiny & maintaining documents that required during Audit
- Accounts writing and finalization of account of proprietary concern, partnership firms
- Tax planning and filling of income tax returns for entities viz., individuals, firms and companies

**Junior Auditor** – July 2016 to Dec 2016

**Tanna & Associates, Mumbai.**

- Keeping book of accounts
- Voucher entries
- Account scrutiny

## IT Skills

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- FINSYS ERP supported by oracle
- Tally ERP.9
- MSCIT
- Internet Surfing

## Education

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- **Master of Commerce:** Accountancy – 2018, Vivek College of Commerce  
Mumbai University, with the aggregate of **60%**
- **Bachelor of Commerce** – 2016, Bhavans college  
Mumbai University, with aggregate of **65%**
- **HSC:** Commerce – 2013, Bhavans College  
Maharashtra State Board, With aggregate of **60%**
- **SSC** - 2011, Dawood Baug Government high school  
Maharashtra State Board, With aggregate of 59%

## Declaration

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I hereby declare that all the above details are true with the best of knowledge

**Date : 25<sup>th</sup> DEC 2020**

**Place : Mumbai**

**- Anjali Ramchandran Kounder**