**CAREER OBJECTiVE**

TO WORK IN A DYNAMIC ENVIRONMENT THAT PROVIDES ME A VIDE SPECTRUM OF EXPERIENCE AND EXPOSURE.TO SERVE THE ORGANIZATION WITH POSITIVE ATTITUDE AND EFFICIENCY.

**EDUCATION**

B.COM – University of Mumbai.

**WORK HISTORY**

**ACCOUNTANT , ANIL SEKHRI & CO, Prop.CA Firm.**

Daily bank and cash book entries into Tally software. Preparing bank reconciliation on monthly basis. Drafting of Tax workings ,both direct and indirect taxes. Preparation of TDS working as per Client’s details. Passing of year end entries and Drafting of Balance sheet for clients. Other routine accounting work. Conducted Audits as per Audit plans.

**ACCOUNTANT ,Mehta & Sons, Prop. Retail Jewellery Shop.**

Recognising purchase and sales entry on daily basis. Passing of entries as per cash book. Bank reconciliation. Inventory management at month end. Co-ordinating with auditor for audit requirements.

**COMPUTER PROFICIENCY**

Tally Accounting Software, Quick books, MS- Office (Esp. Word & Excel)

**LANGUAGES KNOWN**

ENGLISH, HINDI, MARATHI, GUJARATI