

RESUME

PRIYA SURESH GUPTA

SS 1. Room No. 1

Koparkhairane

Navi Mumbai - 400709

Mobile No.: +91 – 9699273626

Email Id: 197priyagupta@gmail.com

Carrier Objective :-

To gain through work experience in the field of Audit, Accounts, Taxation and build successful career in your organization.

- B.com from University of Mumbai In a April 2014.
- Sainath Hindi high school vashi, Navi Mumbai (Maharashtra State Board) in 2011.
- S.S.C from Sainath junior College Vashi, Navi Mumbai (Maharashtra State Board) in March - 2009.

Work Experience :-

Reabow Techno Industries Pvt Ltd., R -391 MIDC TTC Industrial Area Rabale Navi Mumbai 400701. (from 13th March 2016 to Till Date.)

Accounting :-

- Petty cash handling.
- Cash, Bank, Purchase, Sales & Journal Entries.
- Bank Reconciliation.
- Party's Reconciliation.
- Preparation of salary Statement, Salary Slips.
- Making timely online payment for parties, Electricity Bill, Water Bill, MTNL Bill etc.
- File & maintain a record of various supporting documents send & received by the organization fro reconciliation purpose.
- Maintain collection book.

Accounting Software :- Detailed Knowledge of Tally ERP 9.

Additional Courses :-

- Completed MS-CIT
- English Typing 30 W.P.M
- Tally Knowledge of 7.2 & Tally ERP 9, Tally ERP 6.4.2
Acquainted with MS Word, MS Excel.,

Date of Birth : 19 June, 1994.
Nationality : Indian
Marital Status : Single
Language Known : English, Hindi, & Marathi.
Hobbies : Reading Book, Playing Games,

I hereby declare that the above information is correct to the best of my knowledge. If you give me opportunity, I will strain every nerve to add value to your organization.

Date :

Place : Navi Mumbai

(PRIYA SURESH GUPTA)