**Anita Pal **

**Mobile: 8369757707**

**E-mail:anitapal709@gmail.com**

**Add: Parth Arcade Room No.403/B Near vitthal Temple,**

**Pakhadi Kharegaon, Kalwa (W).**

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| **OBJECTIVES** |

To increase the productivity of the organisation I am working with, by giving output oriented result in terms of both Quality and Quantity.

**Self-mission:**

* Accept challenges, responsibilities, and enhance innovative skills.
* Prefer to work in an aggressive team oriented environment.
* Willingness to learn new things from work and organisation.

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| **EXPERIENCE SUMMARY** |

* Working from last 7 yrs as an Accountant in Aro Ceramica Pvt Ltd at, Thane

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| **QUALIFICATION** |

* Diploma in Finance Management.
* Masters of Commerce in Management.
* Bachelor of Commerce.

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| **ACADEMIC VIGNETTE** |

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| **CLASS** | **BOARD/COLLEGE** | **YEAR OF PASSING** | **PERCENTAGE** |
| PGDFM-II | Mumbai University | 2016-17 | 70% |
| PGDFM-I | Mumbai University | 2015-16 | 63% |
| M.COM.Part-II | Mumbai University | 2014-15 | 57% |
| M.COM.Part-I | Mumbai University | 2013-14 | 58% |
| B.COM. | N. K. T. T College of Commerce | 2011-12 | 69% |
| H.S.C. | N. K. T. T College of Commerce | 2008-09 | 77.17% |
| S.S.C. | Punch Mukhi Hindi High School | 2005-06 | 78.92% |

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| **COMPUTER SKILLS** |

* Basic knowledge of operating Computer.
* Tally.ERP9, Excel, Power Point, MS-word, Browsing.

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| **ACHIEVEMENT** |

* **RANKER** in college.
* NSS Volunteer in college won best women camper.
* Best marks in S.S.C. certificate got by **PAL COMMITTEE** from Gujarat**.**

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| **Work Profile** |

* Handling Payments and receipts work of organisation.
* Handling Taxation Work like calculation of taxes and online payments & keeping all records.
* Preparing Salary and salary slips of the staff of organisation.
* TDS calculation of employees on their incomes for deduction.
* Preparation of payments planning for suppliers.
* Calculation of PF of employees and online making payments.
* Handling PF claim issues of employees after resigning from organisation.
* Filing returns of Vat, GST, Service Tax and TDS.
* Look after for preparation of bill pertaining to sales and purchase of the organisation.
* Handling Petty cash work of the organisation.
* Maintaining all records in system, filling of all documents.
* Preparation of Credit Notes & Debit Notes.
* Preparing and sending orders to suppliers.
* Preparation of vouchers and payments.
* Bank reconciliation.
* Keep Track on outstanding of debtors & creditors.
* Maintain ledger of all debtors & creditors.
* Keeping track on regular expenses.
* Preparing data for Balance sheet auditing.
* Solving queries of Balance sheet auditing.
* Preparing quotations for customers.
* Preparing Performa Invoice.
* Handling Ledger reconciliation of all debtors & creditors.

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| **PERSONAL STRENGTH** |

* Ability to work in team.
* Hard worker and able to use resources in an optimised way.
* Throughout First class in academics.

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| **PERSONAL DETAILS** |

Name : Anita Shyamlal Pal

Date of Birth : 17th July, 1992.

Language Known : English, Marathi, Gujarati & Hindi.

Marital status : Single.

Permanent address : Parth Arcade Room No.403/B near Vitthal Temple,

Pakhadi Kharegaon, Kalwa (w)-400605

Nationality : Indian

Place: **ANITA S. PAL**

Date: (signature)