

SAMINA RANGWALA

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Accounts Executive and office assistant with 7+ years of diverse experience of handling activities such as making invoices, doing accounts in Excel, Tally as well as on Courier Software, Cash handling, Managing Bank suspense, Bank statements on Tally as well as in Excel, Making GST Data on Excel as well as on Courier Software, Handling TDS Reports, Entering Sales and Purchase Invoices on Tally as well as on Excel and also on Courier Software. Checking Purchase Invoices with correct Rates and Weights, Handling Customer and Agents Calls regarding Rates and other discussion. The GST, TDS data are of different 5 companies.

EXPERIENCE

DECEMBER 2012 TO JANUARY 2016, OCTOBER-2018 TILL WORKING
ACCOUNTANT AND OFFICE ASSISTANCE,
SHREE HARI EXPORT

- **Office Assistance:** Handling of Front Desk activities such as attending incoming and outgoing calls with proper etiquettes and maintain records. Handling Paper work Such as Filling necessary papers.
- **Cash Handling:** Handling Cash of Incoming Customers with total records in books.
- **Courier Software:** Preparing Sales and purchase invoices on Courier software and maintaining Daily records.
- **Gst Data:** Managing GST Data month by month on Excel and Tally with sales and purchase invoices of differently 5 companies.
- **TDS Data:** Maintaining TDS Sheet Quarterly or monthly as applicable on Excel of differently 5 companies.
- **Tally Software:** Entering sales invoices, purchase invoices, Bank statements, Bank reconciliation on Tally Month By Month of Differently 5 Companies.
- **Maintaining and managing clients Accounts in Excel**

FEBRUARY 2016 TO APRIL 2016
BACK OFFICE REPRESENTATIVE, COMPUCARE

- Making Challan, sales order, purchase order in books.
- **Checking stock of materials weekly.**
- Entering Data of Calls which was done by office boys on company CRM portal.
- Making Calls Regarding Payment.
- Making Calls to Agents Regarding Quality of Materials.
- Making Vouchers

EDUCATION

COMPLETED MY HIGHER SCHOOL FROM ZENITH HIGH SCHOOL

APRIL 2013

B.COM, MAHARAJA SAYAJIRAO UNIVERSITY

SKILLS

- Team Player
- Front Desk Administration
- Courier Software, Tally
- Good Communication Skills
- MS OFFICE – Excel , Word and PowerPoint(STRONG COMMAND IN EXCEL)

PERSONAL DETAILS

Husband's Name: Abdulhussain

Marital Status: Married

Languages Knows: English, Gujarati , Hindi

Place: Vadodara

(Samina A. Rangwala)