**Mrs. Pooja Raju Paul .**

**Mob :** 7506836634

**Email:** poojachouhan6101@gmail.com

#### OBJECTIVE

Be the best and give the best.

#### KEY SKILLS

* Good team player.
* Organized and well structured at work.
* Committed to deadlines and schedules.
* Honest, sincere and a hard works with a high level of Integrity.

#### EDUCATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No.** | **Examination** |  **Board/ University** | **Month & Year of Completion** | **Remarks** |
| 1. | B.Com | University of Mumbai | July 2013 | 1st class |
| 2. | Higher Secondary School Certificate (H.S.C.) | MSHSSEB | Feb 2010 | 2nd class  |
| 3. | Secondary School Certificate (S.S.C.) | MSHSSEB | March 2008 | 2nd class  |

####  SPECIAL ACHIEVEMENTS

* Certificate of **Tally 9.0**
* Certificate of **MSCIT**.
* Certificate of **Advance Excel.**

#### EXPERIENCE

**NISM**

**Designation:** Account Executive.

**Duration:** 6 month on contract basis

**Job Description:**

* Bank Reconsiliation
* Daily MIS of work allocation.
* Daily basis entry in tally.
* PF,PT,TDS Payment.
* Vendors payment, salary,updating Student fees in MIS.
* Investment process with Bank.
* CC credit card entry and settlement in tally with credit card statement.

**India law**

**Designation:** Accountant Executive

**Duration** : 1yrs.

**Job Description :**

* All sales billing entry in tally and ERP software.
* Vendors booking and payment.
* Handle all branch petty cash.
* Stamp paper MIS maintain.
* Salary, PF and PT entry in tally and ERP.
* payment, contra, journal entry in tally and ERP.
* Billing and collection report.

**M/s. Star of Seas Marine Enterprises.**

**Designation:** Accountant Executive

**Duration** : 4 Months

**Job Description**

* To handle Petty cash & make voucher for expenses.
* Preparation of Proforma Invoice, Delivery Order,NOC, Sales Invoice, Purchase Order, Work Order, Customs documents including Domestication & Freight Forwarding verification for correct entries.
* Maintain Staff salary record & pay slip in Excel sheet.
* Maintain register for Proforma invoices & Tax invoice.
* Co’s all accounting process & procedures.
* Co-ordinate with Vendors for all related matters.: Outstandings to be done from Customers & co-ordinate with Owners.
* P & L & Balance Sheet preparation for IT Computation (Quarterly/ Half yearly / Yearly)
* Keep record of all Co’s Certificates Docs – Statutory & Mandatory ones.
* Maintain Staff Leave Applications records.
* GST Registration and GST Filling.

**M/s. Santosh Patil & Associates in Panvel ( Taxation Firm)**

**Designation:** Accountant Executive

**Duration**  : 1Year 8 months

**Job Description**

* Working in Tally 9 and Tax Based Program
* Preparing of Balance Sheet and Filing Returns.
* Managing all the Client bill payment.
* Maintaining record of staff salary.
* Communicate with customers via phone and email.
* Maintain accounts receivable customer files and records.

**SIKER Ventures Pvt.Ltd in Kharghar**

**Designation:**  Accountant Executive ( Receivable )

**Duration**  : 1 yrs

**Job Description**

* Manage and handle all the receivable accounts of company & daily Transaction.
* Manage all the receiving bill payment.
* Preparation of Invoices, Payment follows up with client.
* Maintain record of staff salary.
* Maintain record of staff attendance.
* Collect data from software and prepare monthly Sales reports.
* Communicate with customers via phone, email, mail or personally.
* Maintain accounts receivable customer files and records.

####  PERSONAL DETAILS

|  |  |  |
| --- | --- | --- |
| Name  |  : | Pooja Raju Paul |
| Address | : | Sai Satkar CHS, B-001, Plot No -174 &176,Sector- 4, New Panvel- 410206. |
| Date of Birth | : | 23 Aug 1992 |
| E-mail Address | : | poojachouhan6101@gmail.com |
| Nationality | :  | Indian |
| Languages Known | : | English, Hindi, Marathi |
| Gender | :  | Female |

 **Marital Status** : Married

I solemnly declare that statements made by me are correct to the best of my knowledge and belief.

  **Pooja Raju Paul.**