MEENAKSHI RAJENDRA PATILMahim Causeway, Mumbai-400016  
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OBJECTIVE  
Seeking a position as an Accountant where extensive experience will be further developed and utilized.

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CAREER PROFILE

• Detail-oriented, efficient and organized professional with extensive experience in accounting systems.  
• Excellent written and verbal communication skills.  
• Highly trustworthy, discreet and ethical.  
• Resourceful in the completion of projects, effective at multi-tasking.

**WORK EXPERIENCE  
1) Organization : 3 BROTHERS & FILS.**Nature of Work : Accounts Executive  
Duration : September 2019 – Till Date.

On Job Responsibilities : Account Executive  
• Making Payments, Receipts & Contra Entries in Tally Prime.  
• Handling Cash & Maintaining daily Cash Vouchers.  
• Manage Bank Reconciliation.

• Making Outstanding sheet of Vendors & Miscellaneous Purchase / Printing List for Payment  
• Manage IMPS /NEFT / RTGS (for regular Payments) & CMSINET System (for monthly Vendors Payments).  
• Manage Sales & Purchase Entries (Television/FM/INS) in Tally Prime.

• Making Purchase Orders & Sales Invoices in Tally Prime.

• Knowledge of TDS Entries Knowledge of JV, Ledgers, etc.  
• Knowledge of GSTR1 as well as Downloading & Sorting of GSTB2B Statement.  
• Reverting to mails.  
• Issuing Salaries & Professional Fees.

• Manage Utility & Credit Cards Payments.

• Follow up on Outstanding Payments.

• Provide reports to the management as & when required.

• Making Contract Notes Entries of Partners in Tally Prime (Shares – Pardiwala)

**WORK EXPERIENCE  
2) Organization : Sunjay Technologies Pvt. Ltd.**Nature of Work : Accounts  
Duration : Jan 2012 – May 2019.

On Job Responsibilities : Account Assistant  
• Updating of Cheques received from parties in to system as well as filling bank receipt.  
• Managed vendor accounts, preparing weekly on demand cheques.  
• Manage Accounts Payable/Receivable & Bank Reconcilation.  
• Prepared company accounts & updating ledgers.  
• Liased with bankers regarding financial transactions.  
• Inward & Outward Foreign Remittance (Online & Offline) / Releasing DO from Bank, Uploading 15 CA Form Online & E-Way Bills.  
• TDS & JV Entries  
• Vendor Management, Issuing Salary Slips.  
• Prepare Bank Guarantees, Security EMD’s & FD’s

• Reverting to Mails  
• Stock Entry (Import & Local Purchase)  
• Preparing & Feeding of daily & monthly Petty Cash Vouchers  
• Knowledge of SAD Refund Procedure (Additional Duty)  
• Knowledge of C, H & I Forms as well as updating the same in Annexure J1.

**3) Organization : Reliance Energy**Nature of Work : Clerical  
Duration : Feb 2011 – August 2011  
On Job Responsibilities : Clerical work using SAP ISU/R3  
• Name Change of Clients using SAP

• Refund of SD  
• Move – out of Meters  
• High Consumption (SUF).

**4) Organization : Ambica Cargo Forwarders Pvt. Ltd.**Nature of Work : Account  
Duration : Feb 2010 – Jan 2011  
On Job Responsibilities : Account Assistant & CHA (Clearing Housing Agent)  
• Browsing of Container Details  
• Filling of Banking Voucher  
• Data Entry of Banking Statement  
• Cash Vouchers  
• Tally Enquires

• Preparing Enclosure Letters.

**EDUCATIONAL QUALIFICATION**Bachelor of Commerce completed in May 2009 from Chetna College Mumbai University  
HSC in Feb 2006 from Mumbai University  
SSC in 2004 from Canossa Convent School Mumbai

**ADDITIONAL QUALIFICATION**

• Passed MS-CIT with 70% in July 2006.  
• Completed Tally with 58.50% in June 2008.  
• Completed English & Marathi Typing (30 w.p.m) with 80% in May 2010.

**PERSONAL DETAILS:**Date of Birth : 30th March 1988

Sex : Female  
Marital Status : Unmarried  
Nationality : Indian

**LANGUAGES KNOWN:**English, Hindi & Marathi

**Declaration:-**

I hereby declare that the above- mention information is correct up to my knowledge and I bear the responsibility  
for the correctness of the above –mentioned particulars.  
Place: Mumbai

Date: (Meenakshi Patil)