MEENAKSHI RAJENDRA PATILMahim Causeway, Mumbai-400016
Mobile: 9870358434
E-mail: meenakshipatil58@yahoo.co.in

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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)