

Ritika Jain

House No. V-987, 2nd & 3rd Floor Arvind Nagar, Ghonda Chowk Delhi – 110 053

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OBJECTIVE

Proactive and devoted as a leader adapt at collaborating closely with the Accounts executive.
Handled the responsibilities of managing daily account related activities.

PROFESSIONAL SUMMARY

- ✓ Having eleven year plus experience as a **Senior Accounts Executive**.
- ✓ Have experience in working with **Tally, Busy, Quick Book, Balance Sheet, Microsoft Office, Microsoft Excel and PowerPoint**.
- ✓ A dynamic individual with highly motivated & positive attitude towards life.
- ✓ Strong analytical and problem-solving skills
- ✓ An effective communicator with excellent relationship building & interpersonal skills.

KASCO SPECIAL STEEL

NEWDELHI

Working as Senior Accounts Executive with M/s Kasco Special Steel. From August 2019 till Now the major experience and skills gained under the above referred organization are:

- ✓ Day to day entries in Tally like Cash, Bank, sale, purchase, Journal, Payment, Receipts.
- ✓ Handling of sale invoicing Through tally
- ✓ Preparation & filing GSTR-1, GSTR-3B, GSTR-2 reconciliation with books.
- ✓ TDS booking entry of all expenses Invoices and after deduct TDS payment to party as timely.
- ✓ Bank Reconciliation and Party Reconciliation.
- ✓ Preparation to trial balance stage of Statement of Income and Expenditure and Financial Position..
- ✓ Reconciliation of Debtors and Creditors on monthly basis.
- ✓ Knowledge of Bank related work like processing of cheque /RTGS/NEFT and other banking activity.
- ✓ Preparation of Receipt & Payment Vouchers.
- ✓ Preparation and distribution of salaries of employees

AMARANTTOSS INFRATECH PVT LTD

NOIDA (U.P)

Worked as Accounts Executive with M/s Amarantoss Infratech Pvt. Ltd. for a period of 4 Year (April 2015 – June2019).

The major experience and skills gained under the above referred organization are:

- Maintaining Sales Book, Purchase Book, Journal Book & Cash Book.
- Prepare Sales Invoices and Purchase Invoices.
- Prepare Receipt & Payment Vouchers.
- Preparation of data related VAT, CST, Excise, Sales Tax, and TDS Return.
- Preparation of Bank Reconciliation Statement.
- Prepare Day-to-Day Accounting Works.
- Maintaining Stock Register (Computerized & Manual).
- Maintaining Debtors & Creditors Book.
- Looking after the reconciliation of bank accounts on regular basis
- Invoice preparation in tally (Challan ,Performa Invoice ,Sales Order etc.) in tally

Worked as Accounts Assistant with M/s Duronto Technologies Pvt. Ltd. –for a period of 3 Year (Feb 2012 to April 2015).

Nature of Work (General Accounting Operations.)

- Invoice preparation in tally (Challan, Performa invoice, sales order etc.) in tally.
- Handling Cash transaction, Bank Reconciliation, Debtors, Creditors ledger Reconciliation,
- Proactively work with vendors to ensure timely issue resolution in Invoices.
- Process invoice uploads and recurring payments.
- Control on outstanding recoveries.
- Preparation of Monthly invoicing Reports of Outstanding Dues of Vendors.
- Payroll and faculty related payments and accounting. Processes payments and documents such as invoices, journal vouchers, employee reimbursements, and statements.
- Day to day accounting in Travelkhana software.
- Record data by operating data entry equipment; menu upload ; resolving processing problems
- Any other related work assigned from time to time.

ITSKILLS

- Well Versed With MS Office (Word, Excel & PowerPoint) and Internet Applications
- Tally Package: 7.2, 9.0. ERP.9, **DTP**
- One year software diploma course.

Educational Background

- Completed Graduation in B.com (2015) from University of Delhi.
- Completed Senior Secondary from CBSE (Commerce) 2010.
- Completed Secondary from CBSE 2008.

Hobbies and Interest

- Playing Indoor games, Painting, Sketching, Listening Music etc.
- Love cooking food and experimenting with recipes.

Personal Information

- ✓ **Date of Birth** : June 22rd 1991.
- ✓ **Place of Birth** : New Delhi
- ✓ **Husband Name** : Nitish Jain
- ✓ **Sex** : Female
- ✓ **Marital status** : Married
- ✓ **Linguistics** : English , Hindi

I hereby declare that the above mentioned information is true to the best of my knowledge.

Date:

Ritika