KAVITA

 [kkavita19962@gmail.com](mailto:kkavita19962@gmail.com) I 🕿: 8510038715

 Address: D-425, Gali no 59 , Mahaveer Enclave-3 New Delhi- 110059

# SUMMARY

* Provide to be associated with an organization that will offer to me tremendous opportunities for growth in career and challenging environment that will utilize my Accounting Skills and Abilities to the maximum.

# EXPERIENCE

**Account Executive**

**Logitrust Customs Private Limited, New Delhi,March 2020- Till**

* Creating and Issuing Invoices of Sea & Air Clearance Invoice in FLMS Software
* Bills Checking and Finalize for E Invoicing.
* Issuing Debit Note and Credit Note.
* Booking Purchase Invoice and TDS Entries.
* TDS Reconciliation with 26AS Quarterly.
* Creditors & Debtors Reconciliation & Payment Processing.
* Bank Reconciliation
* Outward Remittances & coordination with agent
* Attend to Customers Queries on billing disputes and seek clarification on correct billing information & respond to customer promptly
* Inform Client on their Outstanding debts and deadlines

**Account Executive**

**Primeline Logistic Pvt. Ltd, New Delhi , November 2018 – March 2020**

* Maintain Day to Day Books of Accounts in Tally.
* Prepare Day to Day Billings.
* Managed Vendor Accounts, Generating weekly on Demand Cheques.
* Performing Cash Reconciliation.
* Managed the Internal and External Mail Functions.
* Managed all petty Cash Expenses.

# EDUCATION

* MBA( FM )

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* B.COM

Delhi University Ι New Delhi I October 2018.

* 12th

C.B.S.E l Ι New Delhi I July 2014.

* 10th

C.B.S.E Ι New Delhi I July 2012.

# CERTIFICATIONS

* Completed Six Month Certificate in Financial Accounting Course From Lakashy Computer Institute in year 2018.

# SOFTWARE KNOWLEDGE

* FLMS
* Tally Erp 9
* MS Office 2007 & 2013.

# PERSONAL DETAILS

* Date of Birth : 25-July-1996
* Father Name : Data Ram
* Marital Status : Married
* Language Know : Hindi & English

# DECLARATION

I solemnly declare that all the above information is corrected to the best of my Knowledge and Belief.

Place :

Date : KAVITA