

RESUME

BABITA KAPOOR

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CAREER OBJECTIVE

To work sincerely and honestly to the best of my ability and reach a mutually beneficial situation where the company can benefit from my services and is able to provide me the things that are professionally important to me. I believe a successful person is a learner constant "The more you know, the more you realize how little you know".

EDUCATIONAL QUALIFICATIONS

1. B.COM FROM DELHI UNIVERSITY IN 1993
2. 10+2 FROM C.B.S.E BOARD IN 1990

COMPUTER SKILLS

1. Knowledge of computer operations like Windows, MS-Office, Emailing & Internet.
2. Tally (4.5, 5.4, 6.3, 7.2, ERP 9, Tally Prime) professional, TDS,GST, Service Tax, Income Tax,.
3. SOFTWARES LIKE : DOCAIR, FAPLUS, DOCFIN of HARDMEN Inc., SYSCON.
4. Certificate course in Financial Accounting from SOFTECH COMPUTERS.

WORK EXPERIENCE/COMPANY PROFILE

1. Presently working with M/s AWAT LOGISTICS (Licensed Customs Broker & Freight Forwarder) since March 2024.
2. Worked with M/S MEO INTERNATIONAL LOGISTICS (INDIA) PVT. LTD. As Manager Accounts (International Clearing, Forwarding and Logistics Agent) from May 2016 to Feb 2024.
3. Worked with M/S FREIGHT FORCE (INDIA) PVT. LTD. as SENIOR ACCOUNTANT from September 1995 to April 2016 (IATA approved International cargo clearing and forwarding agency).
5. Worked with M/S AIRLIFT (INDIA) PVT.LTD. as an ACCOUNTANT from April 1994 to Aug 1995. (Bombay based IATA approved International cargo clearing Agents).

JOB PROFILE

1. Making Sale Invoices
2. Entering Purchase Bills of Shipping lines, Co-loaders and Overseas
3. Follow ups with Customers (Both Purchase and Sale)
4. Payment follow ups
5. Petty cash handling
6. GST / TDS calculations and Payments
7. GST mismatch from portal
8. Remittance - Overseas outward remittance and inward follow-ups with bank)
9. All accounting related work
10. Follow ups and correlation with Operations
11. Other office daily routine work.
12. Take care of Office stationary
13. Bank related work

PREVIOUS JOB PROFILE

1. Entering AWB in Accounts Software
2. All type of Airlines CSR, Airlines summary
3. Calculating Incentives and all related statements
4. Sub Agents Statements, Sub Agents summary
5. All type of jobs related to financial accounts like voucher making & posting, Ledger posting.
6. Bank related work and Bank reconciliation etc.
7. Petty cash handling.
8. Jobs related to TDS
9. Service Tax
10. Trial Balance & Balance Sheet etc

PERSONALITY PROFILE

1. Strong Determination and will power.
2. To learn, grow, improve and excel in everything venture upon.
3. Good leadership skills and man management experience.
4. Knowledge of local market.
5. Hardworking

PERSONAL PROFILE

Date of Birth 29/04/1972

Husband's Name Late Sh. Kamal Kapoor

Nationality Indian

Languages Known English , Hindi & Punjabi

DECLARATION

I assure your excellence that the information given above is true to the best of my knowledge and belief and that I shall satisfy my seniors by my hard work, dedication, cooperation and sincerity while attaining organizational goals. Ready to relocate anywhere company wants, for my future perspective and growth.

DATE:

(Babita Kapoor)