

Pratibha Mitesh Lohar

Contact No: +91-8792529789

e-Mail: pratibha.mutgekar@yahoo.in

Objectives:

To obtain an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career.

Professional snapshot:

- 8+ years experience with Belgaum Stone Polishing Industries as accountant.
- Currently not working.

Key skills:

- Keeping account of customers account (debtor)
- Keeping account of supplier account (creditor)
- Preparing salary of all the employees of the company (payroll)
- Bank reconciliation statement (banking)
- Inventory control with branches account
- Trial balance (ledgers balance)
- Management information system

Computer Skills:

MS Office (MS Access, MS Excel, MS Word, MS PowerPoint, MS Outlook - e-mail), internet.

Accounting package:

Tally ERP

Account Executive:

Daily monitoring of works, daily sales reports, purchase reports, execution of deliveries, posting transactions of the day to the accounts file, e-mailing, preparing quotation for client.

Ledgers & customer accounts:

- Processing invoices with corresponding
- Dealing with supplier enquiries, keeping customers account
- Reconciliation monthly supplier statements & issue of payment
- Recording journal entries purchase account, sales account, expenses account, other income purchase of fixed assets.

Banking:

- Bank reconciliation statement, checking records & banked remittances from customers

Duties & responsibilities:

- Receive, register, verify & process all invoices & ensure transactions are correctly recorded.
- Maintaining & reconcile general ledger account
- Monitor & review accounting & system related reports for financial accuracy & completeness
- On time billing invoices distribution & follow up for payment. Collection of payment / cheques from clients
- Process monthly payroll & maintain approved payroll records.
- Review / preparation of daily journal voucher for all expenses with all supporting documents.
- Reviewing / preparation bank reconciliation.
- Keeping up to date records of all accounting transaction
- Ensure accurate & appropriate recording & analysis of establishment expenses
- Keep updated the financial records of the precast div
- Financial reporting & audit preparation & coordinate the audit process.

Educational Qualification:

- B.Com from Yashwantrao Chavan Maharashtra Open University, Nashik from 2014 – 2018.
- SSLC in St. Joseph Convent High School, Belgaum in 2006.

Personal Dossier:

Name : Pratibha Mitesh Lohar
Marital Status : Married
Nationality : Indian
Date of Birth : 19th September 1989
Hobbies : Reading Books, Drawing, Playing Badminton.
Languages Known : English, Hindi & Marathi
Contact address : H No 290, Sambhaji Galli,
Beside Shiv Sena Board,
Muchandi - 590016.
District : Belgaum
State : Karnataka

Declaration:

I declare that all the details furnished above are true to the best of my knowledge and can be verified if required.

Thanking you

Pratibha Mitesh Lohar