**ANITA THAPLIYAL**

Contact No-8813904530 Email Address-Anitathapliyal94@gmail.com

PROFILE SUMMARY

To secure a challenging position in an organization, where I can effectively contribute my skill and full potential as well as for the welfare and development of the organization

EDUCATIONAL QUALIFICATION

* MBA (Finanace Management) With 66% From Guru Jambeshwar University (2019)
* B.Com. Passed (Graduation) with 69 % from Maharishi Dayanand University (2014)
* 12 TH(Commerce) Passed With 80% from Haryana. Board of School Education.
* 10 TH Passed with 78% from Haryana Board of School Education.

KEY SKILLS

* Microsoft Word, Excel, and Microsoft Office . Internet,
* Account Software: - Tally 7.2, Tally 9.0 ERP and Busy, ERP, & Compu Tax Software.
* Knowledge Of MS Excel, Tally ERP, Busy.

WORK EXPERIENCE & JOB PROFILE

**HR POLYCOATS PVT. LTD**.

**Position**: - **“Assistant Accountant”** Since: - 04 August 2016 to 25 January 2017.

**Responsibilities**

* Preparing Commercial documents such as invoices,DS2 and form 38.
* Completing purchase orders
* Bank reconcillations
* Verifying bank deposits
* Maintain accounting documents and records , ensuring all ﬁles are upto date
* Data entry of all type voucher and invoices as well as book keeping.
* Prepare bank deposits.
* Accounts Ledger Reconcillation.
* **MASU Brakes Pvt. Ltd. (Formerly MASU Auto Industries Pvt. Ltd)**

**Position**: - **“Executive Accountant”** Since: - 27 January 2017 to Sep 2021 **Responsibilities**

* Manage creditors payment according their credit time period
* Payment to creditors in cash /cheque and online fund transfer with updating of books.
* Preparing sale invoices & the upkeep of an accurate filling system.
* Preparing TDS Quaterly Return.
* Bank reconcillation statement
* Reconcillation of debtors and creditors.
* Issue of debit and credit note.
* Data entry of all type voucher and invoices as well as book keeping.
* Import & export all expenses record in accounting software
* Purchase Order generate.
* Debtors & Creditors Aging Report
* **Globetrotterz Shipping & Logistics Pvt Ltd**

**Position**: - **“Accountant”** Since: - October 2021 to Till

**Responsibilities**

* Responsible for monitoring local payments according to their approved credit periods.
* Preparing Invoice & Performa Invoice.
* Bank reconcillation
* Reconcillation of Vendors
* Issue of credit note
* Maintaining each shipment costing /Margin each sales person wise.
* Manage the fund collections from debtors according to their due periods.
* Data entry of all type voucher and invoices as well as book keeping.
* Security Receiving follow Up.

STRENGTHS

* Deligent Positive Attitude
* Keen Observer Smart Worker

PERSONAL PROFILE

Date of Birth 27 October 1993

Language Known English & Hindi

Current Location Rohini,New Delhi

Salary Negotiable

**DECLARATION**

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the above-mentioned particulars.

**Date**  **Singnature**