

Curriculum Vitae

Minaz Dhanani

104/503, Poonam Residency, Near Balaji Hotel,
Shanti Park, Miraroad (E).

Contact No.: +91-9967786475

E-Mail ID:minaz_punjani@ymail.com

OBJECTIVE:

Working towards ultimate goal & challenging environment, making best use of my capabilities and the available resources and seeking a responsible position.

STRENGTHS:

Good communication skill, Hardworking and sincere. Also having complete dedication towards the job. Ability to work with a team and contribute towards achievement of team objective and goals.

WORK EXPERIENCE:

“THE ISMAILIA COPERATIVE CREDIT SOCIETY LIMITED”.

Working with “**THE ISMAILIA COPERATIVE CREDIT SOCIETY LIMITED**”

- As **Account Executive** since Feb 2024 till date.

Job Profile:

- Operations of banking.
- Working on e-banker Core Banking Solution software.
- Opening Membership & Saving accounts in system.
- Handling front end operations.
- Monitoring high cash transactions.
- Handling all customers' complaints and closing the same in TAT.
- Error Free Branch Operations.
- Interfacing with clients for their queries & solved with satisfaction.
- Closing & Tallying cash on daily basis.
- Making monthly Reports & other Reports as per Management Requirement.

“PETZZING”.

Working with “**PETZZING**” (Contract)

- As **Finance Officer** since May 2023 till 30th Nov 2023.

Job Profile:

- General A/c related work such as preparation of vouchers, record Keeping and accounting transactions.
- Play an integral role in handling accounts department and contribute towards smooth & effective working of the organization.
- Scrutiny of expense statement of staff.
- Processing of payments towards advances to staff and vendor bills.
- Managed accounts payable.
- Handling day to day Accounts in Tally ERP.

- Follow-up with CA for filing of return and assisting him in any requirement.
- Cash & bank Reconciliation.
- Making monthly Reports & other Reports as per Management Requirement.
- Assisting in Budget preparation.
- Preparing GST payment working.

“ITREB INDIA”.

Working with **“ITREB INDIA”**

- As **Finance Officer since July 2020 till 31st March 2023.**
- As **Accounts Assistant since March 2017 till Oct 2018.**

Job Profile:

- Play an integral role in handling accounts department and contribute towards smooth & effective working of the organization.
- Scrutiny of expense statement of staff.
- Processing of payments towards advances to staff and vendor bills.
- Managed accounts payable.
- General A/c related work such as preparation of vouchers, record Keeping and accounting transactions.
- Handling day to day Accounts in Tally ERP.
- Audit – Checking that financial reports and records are accurate and reliable.
- Petty Cash Management and Cash & bank Reconciliation.
- Making monthly Reports & other Reports as per Management Requirement.
- Assisting in Budget preparation.
- Preparing GST payment working.

“FOCUS HUMANITARIAN ASSISTANCE INDIA”.

Working with **“FOCUS HUMANITARIAN ASSISTANCE INDIA”** as **Finance & Admin Assistance from Aug 2015 till Nov 2016.**

Job Profile:

- Responsible for preparing Bank reconciliation statements on a daily basis.
- Play an integral role in handling accounts department and contribute towards smooth & effective working of the organization.
- Scrutiny of expense statement of staff.
- Processing of payments towards advances to staff and vendor bills.
- Maintaining Donations records.
- Issuing 80G Receipts to Donors.
- Managed accounts payable.
- General A/c related work such as preparation of vouchers, record Keeping and accounting transactions.
- Handling day to day Accounts in Tally ERP.
- Petty Cash Management & Cash book Reconciliation.
- Follow Up with Local Bank for Banking Transaction.

“LIGHT HOUSE ENTERTAINMENT (I) PVT LTD”.

Working with “**LIGHT HOUSE ENTERTAINMENT (I) PVT LTD**” as an **Accounts Executive from Nov 2011 till Feb 2015.**

Job Profile:

- Responsible for preparing Bank reconciliation statements on a monthly basis.
- Play an integral role in handling accounts department and contribute towards smooth & effective working of the organization.
- Prepare monthly sales report.
- Managed vendor accounts, generating weekly on demand cheques.
- Managed accounts payable, accounts receivable
- General A/c related work such as preparation of vouchers, record Keeping and accounting transactions.
- Generating Sales Invoices.
- Client & Vender Interaction & making follow-up for Payments.
- Handling day to day Accounts in Tally ERP.
- Petty Cash Management & Cash book Reconciliation.
- Making Reports as per Management Requirement.
- Follow Up with Local Bank for Banking Transaction
- Monthly TDS Payment & Filing TDS returns quarterly.
- Monthly Service Tax Payment & Filing Service Tax returns Quarterly.

“SAM FOREX PVT LTD.”

Worked with “**SAM FOREX PVT LTD**” as an **Operation Manager from August 2009 till April 2011**

Job Profile:

- Handling Overall Branch Operations.
 - Keeping track & supervision control on mobilization of fund in various current accounts of the organisation, excess and shortage fund management.
 - Operating distribution of foreign currencies and INR as per the requirement of various walking Customers / Agents / Corporates.
- Handling Dealing with Authorised Dealer’s /bank for daily Quote and negotiation on the rate on basis of IBR - Inter Bank Rates.
- Controlling manpower for purchase and sell of currencies.
 - Preparing various reports on MS-Excel which includes, Daily Transaction Report.
 - Handling Western Union Money Transfer.

EDUCATIONAL QUALIFICATION:

DEGREE	YEAR OF PASSING	BOARD	CLASS
B.COM	2008	MUMBAI UNIVERSITY	FIRST CLASS
HSC	2005	MAHARASHTRA BOARD	FIRST CLASS
SSC	2003	MAHARASHTRA BOARD	FIRST CLASS

PROFESSIONAL QUALIFICATION:

➤ **COMPUTER KNOWLEDGE:**

- **Well Versed with Office Package:** Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook Express.
- **Tally ERP.9**
- **XLFFMC Software.**
- **E Banker Software.**

DATE OF BIRTH:

January 02, 1987.

RELIGION:

KHOJA (MUSLIM).

LANGUAGES KNOWN:

English, Hindi, Marathi & Gujarati.

Date:

Place: Mumbai

Minaz K Dhanani