



CURRICULUM VITAE

ANKITA EKANATH PARAB.
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Career Objective:

Aim of my life to become a successful person to work with an organization by utilizing my skill & knowledge

Strength:

- Adaptable to work in any business environment.
- Confident about my skills and my ability to attain goals set by the company
- Hardworking and Good learner

Educational Qualification:

CMA	Jan 2021	The Institute of Cost Accountant of India	59.63%
M.Com	April 2015	MUMBAI UNIVERSITY	46%
B.COM	Mar-2012	MUMBAI BOARD	71%
H.S.C	Feb-2009	MUMBAI BOARD	73%
S.S.C	Mar-2007	MUMBAI BOARD	65%

Work Experience:

1)

- **Name of Organization : Kerla State Electronics Development Corp. Ltd.**
- **Location of Work : In Worli**
- **Dates of Employment : Sept 2019 To May 2020**
- **Designation/Post : Deputy finance Head of Branch (Contract Job)**
- **Responsibilities**
 - Checking of Inward & Outward eg. Inward Stamp, GRN, Indent, Quantity, Dispatch note, Rate, Sales order)
 - Checking of accounts on daily basis eg. Required & Proper Documents Attach with Sales, Purchase , Expenses Bills
 - Checking of Sales Orders which are coming, completed, & under Process.
 - Checking of vendor agreement, Tender documents,
 - Checking & Verify Inventory with stock register on monthly basis & Valuation.
 - Checking & Verify Purchase order with respective department requirement form,
 - Monthly GST calculation, payment & filling,
 - Monthly TDS, ESIC & PT calculation, Payment & filling,
 - Prepared MIS & Presentation,
 - Handle & Manage Internal & Statutory audit.
 - Payments of accounts payable with verify documents,
 - Check & Verify the billing instruction of sales and prepared the documents.
 - Bank Reconciliation,
 - Finalization of Books of accounts,
 - Analysis of Accrued Expenses & Income
 - Check Open Purchase Order & Sales Order.
 - Any such other report as per the requirement of entity.

2)

- **Name of Organization : CEAT LTD (Trainee Job Period)**
- **Location of Work** : In Worli
- **Dates of Employment** : June 2018 To June 2019
- **Designation/Post** : Cost Trainee
- **Responsibilities**
 - Daily checking of MAP(MM60)
 - Insurance & Hypo statement of stock
 - License working
 - Inventory and COGS working
 - Monthly provision calculation
 - Opcom presentation

3)

- **Name of Organization : Sagar Industries & Distilleries Pvt Ltd**
- **Location of Work** : In Worli
- **Dates of Employment** : February 2014 To January 2016
- **Designation/Post** : Account Assistant
- **Responsibilities**
 - Day to day sales, purchase entry
 - Bank reconciliation
 - C- form entry
 - Payment follow up
 - Making Payment & receipt Voucher
 - Vat calculation
 - Vat Payment & Vat Return
 - TDS Payment & TDS return
 - Checking Of Income Tax Computation, ITR
 - Handling the Personal Accounts
 - Making Income Tax And VAT Assessment Paperwork
 - Checking Central Excise Working
 - Making of cheque
 - Assist the Finalization of balance Sheet
 - Making Monthly MIS

4)

- **Name of Organization : Hari Om Bulk Carriers Pvt. Ltd.**
- **Location of Work** : In Bandra
- **Dates of Employment** : November 2016 To July 2017
- **Designation/Post** : Account Assistant
- **Responsibilities**
 - Day to day sales, purchase entry
 - Bank reconciliation
 - Making Payment & receipt Voucher
 - TDS Payment & TDS return
 - Excel knowledge e.g. vlookup, pivot tables
 - Cost Audit Report Working Paper

5)

- **Name of Organization** : Nem creation (firm winding up)
- **Location of Work** : In Lower parel
- **Dates of Employment** : September 2012 To February 2014
- **Designation/Post** : Account Assistant
- **Responsibilities**
 - Day to day sales, purchase entry
 - Bank reconciliation
 - C- form entry
 - Payment follow up
 - Making Payment & receipt Voucher

6)

- **Name of Organization** : Vikram & co. (only for 6 month contract)
- **Location of Work** : In Fort.
- **Dates of Employment** : April 2012 To September 2012
- **Designation/Post** : Accountant Assistant
- **Responsibilities**
 - Maintain Records of Daily Voucher.
 - Prepared the cheques of Clients.
 - Updating the Bank Accounts in Daily Basis.
 - Handle Accounting related to purchase, sales, petty cash

Computer Proficiency:

- MS-CIT,
- Tally 9.0,
- SAP (Costing)
- CCO & Knowledge of Internet.

Personal details :

Date of Birth : 17th Feb, 1992.
Marital Status : Single.
Hobbies : Making a friend, Surfing Internet, Cricket.
Language Know : English, Hindi, Marathi

Date:-

Place: - Mumbai

(ANKITA PARAB)