

CURRICULUM VITAE

URMI MALIK

**E-1/127, Sector-11
Rohini, Delhi-85**

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CAREER OBJECTIVE

To be a part of reputed organization, where myself motivated attitude can trigger symbiotic growth and contribute to the all round development of the parties involved.

WORK EXPERIENCE

Year	Company name	Duration
Feb 2011 to Feb 2013	Katyani Exports	2 Year
Feb 2013 to Till date	Dynemech Systems Pvt Ltd (Excisable Unit)	3 Year

WORK UNDERGONE (Accounting Knowledge)

- Doing job as an accountant cum administrator.
- Monitored and recorded company expenses.
- Administered online banking functions
- Managed vendor accounts, generating weekly on demand cheques.
- Handling petty cash & bank account on daily basis & bank reconciliation on monthly basis.
- Preparation of Books of Accounts & Monitoring and Controlling day to day Accounting activities.
- Cross checking Account payable and Account receivable entry. All invoice and Payment timely.
- Co-ordination with Bank for all Banking Issues.
- Online payment to all Vendors through NEFT & RTGS.
- Prepare outstanding details of Customer & Supplier.
- Follow- up with Marketing department for collection of payment & Form C
- Billing of VAT, CST, H, I , Export & Excise.

- Preparation of Bank reconciliation Monthly & daily
- Maintain Every Day Book Keeping
- Enter posting of purchase, sales, payment, receipt collection & journal voucher.
- Bank, Debtors & Creditors Reconciliation.
- Preparing outstanding list of Debtor & making Payment follow-up.
- Preparing of Tax invoices, Vouchers & Agency Payment.
- Sales & Purchase total reconciliation of accounts calculating VAT.
- Day to day cash & bank transactions.
- Knowledge of Vat Return, E-TDS Payment, Income Tax E Return Payment & other Govt. Taxes calculation.
- Knowledge of ESI & PF with E-Payment.
- Joining and Full & Final Reimbursement of employees.

OTHER WORK UNDERGONE (EXPORT KNOWLEDGE)

- Independently handling of Import export documentation.
- Documents handling like Bill of Lading, Invoice Packing List etc.
- Correspondence with banks, CHAs, Shipping Agents.
- Outward remittances
- Bank Guarantee, solvency letter issuance.
- Knowledge of Import export documentation.
- Fulfilling paper formalities of shipment clearance (Through Sea-CONCOR and shipping Line etc.)

PROFESSIONAL QUALIFICATION

- Master of Business Administration from Maharishi Dayanand University, Rohtak in 2011.
- Area of interest : Finance / Human Resource.

ACADEMIC QUALIFICATION

- B.COM (P) from Delhi University in 2008.
- 12th from Kendriya Vidyalaya Sainik Vihar in 2005
- 10th from Kendriya Vidyalaya Sainik Vihar in 2003

INTERNSHIP

Training during M.B.A from TRUSTLINE SECURITIES PVT. LTD. NOIDA SECTOR-16.

COMPUTER PROFICIENCY

- Tally ERP9
- Microsoft word
- MS- Excel
- Power Point
- Internet
- Microsoft Word, Excel, PowerPoint, Outlook Express, Microsoft Windows and Microsoft Office.

PROFILE & STRENGTH

- Good communication and interpersonal skills.
- Hard work , honest and self motivated.
- Positive attitude and ability to work in group.

HOBBIES AND INTERESTS

- Net surfing.
- To interact with people.
- Flair to travel

PERSONAL DETAIL

Father's Name : Sh. Surender Pal Malik
Date of birth : 24- March- 1988
Gender : Female
Marital Status : Unmarried
Language : English, Hindi

DECLARATION

I here by declare that all information furnished above is true and correct to best of my knowledge.

Place : Delhi

(URMI MALIK)