AMITA

H.No.415/22

Nehru Park,

Barahi Road,

Bahadurgarh-124507

 +91-8930011468

email : amitasendwal@gmail.com

## CAREER OBJECTIVE:

To work in an innovative environment having scope of advancement. Seeking a challenging position in Banking that leverages my experience and expertise in Financial Sector.

**WORK EXPERIENCE:**

**Current Job: LG ELECTRONICS INDIA PRIVATE LIMITED**

***(*Accountant – Accounts & Admin Department March 2013 to till present )**

**WORK PROFILE:**

* Checking and reconciles Revenue of Company.
* Prepared monthly Voucher Entries.
* Manages accounting department of company.
* Follow up of AMC & Invoices Reconciliation timely.
* Ensure routine, preventive maintenance schedule are prepared on-time and maintaining record.

**Previous Job: T U & Co.**

**(Accountant – Finance From January 2012 to March 2013)**

**WORK PROFILE:**

* Internal Auditor of T U & Co.
* Checking and reconciles general ledger and subsidiary account
* Prepared monthly financial statements, including distributing monthly revenue and expenditure reports to departments.
* Manages accounting department of company.
* Maintaining data in Tally version Tally.ERP 9
* Prepared book-keepings.
* Preparing bank reconciliation of Bank Accounts.
* Preparing vouchers, cheques, payments.
* Preparation and Filling of e-TDS Returns.
* Preparation and e-Filling of Income Tax Returns.

**QUALIFICATION**:

**Academic Qualification:**

* MBA Finance from M.D.U. in 2011 securing 67% marks.
* M.Com. from Hindu College, M.D.U. in 2010 securing 57.6% marks.
* B.Com. from Hindu Girls College, M.D.U. in 2008 securing 64.8% marks.
* Senior Secondary from H.B.S.E in 2005 securing 72.2% marks.
* Matriculation from H.B.S.E in 2003 securing 54.33% marks.

**PERSONAL DETAILS:**

Name : Amita

Date of Birth : Nov.10.1987

Marital Status : Married

Permanent Address : H.No.415/22, Nehru Park,

Bahadurgarh-124507 (Haryana)

Phone No. : 9953657112/ 08930011468

**Date:**

**Place: Bahadurgarh** **(Amita Sabharwal)**