

## FATEMA BARODIYA

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### CAREER OBJECTIVE

“Seeking a challenging career as an accountant in a progressive organization to enhance my accounting and financial management skills.”

### KEY SKILLS

- Good communication and coordination skills.
- Proficient in all major accounting software platforms (Tally ERP 9 and Tally Prime)
- Good in making Audits, Income tax statements and final account preparations.
- Highly skilled in Internet Explorer and Microsoft applications

### WORK EXPERIENCE

- Three years experience (since June 2019- April 2022) as an **Accountant cum Admin** in Community Organization.
- Posting journal entries for the Reconciliation of the bank statement as well as purchase bill.
- Verify, allocate post and reconcile accounts receivable and payable.
- Prepare month end accrual supervised timely submission and correction of ledger entries.
- Manage the month-end and year-end close process.
- Aided Manager in meeting deadlines, scheduling meetings, and resolving pressing issues.
- Facilitated the travel management for internal employee and the clients.
- Ordered and maintained office supplies for Compliance and Audit departments.
- Advocated and worked collaboratively to standardize processes, procedures, and communications.
- Answered telephones, maintained calendar, prepared correspondence, work on Excel spreadsheets, mail merge documents.
- Account's identification, Basic journal entries, ledger posting and balancing of account.

- Verify and review monthly payroll and submitted for the approval signature before sending to the bank.
- To verify all purchase bills, receiving records and invoices from the suppliers and posting in the accounting system.
- Checking transaction on routine basis with a view to detect revenue leakage. Control over receipts/issue of cheques.
- Prepare the payment of suppliers' invoices according to credit terms and presents it to the Controller for Signature.
- Monitoring of amount pending from customers more than one month/year.
- Checking of inventory valuation, cash verification, safety lockers & BCP on monthly basis.
- Ensure proper sanctioning/approvals of loans and advances, Pre- sanction process and obtaining of proper documents.
- Ensure that securities and documents have been received and properly charged/registered.
- Verification of securities/guarantee given/taken along with the relevant documents.
- Verify whether there is any mis-utilization of the sanction amount and also verify whether such amount is used for the same purpose.
- Customer surveys to attract prospective customers and retain existing ones.

## ACADEMIC QUALIFICATIONS

- M.COM (BUSINESS ADMINISTRATION) from “MLSU” in the year 2015.
- B.COM from “MLSU” in the year 2013.
- SSE, RBSE from Fakhriyah Senior Secondary School with first division in the year 2010.

## PERSONAL INFORMATION:

- Date of Birth :30/12/1992
- Nationality : Indian
- Languages Known : English, Hindi, Gujarati
- Marital Status :Married

**I hereby declare that the above mentioned information is true to my knowledge, if any found I am liable to abide.**

**(Fatema Barodiya)**