

RESUME

Meenal R. Kakad

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CARRIER OBJECTIVE

To reach zenith of success by working in value based organization with my full potential and sincerity resulting in my as well as organizational growth.

EDUCATIONAL QUALIFICATION

B.Com

PROFESSIONAL EXPERIENCE

14th-Nov.-2018 – Till Date

Phinix Automation, Nasik

Position:

Exec.– Purchase & Accounts

Job profile:

- Preparation of ERP System PR & PO.
- Reviewed accounting documents and verified vouchers and bills
- To Complete and Maintain GST sales invoices and reports. Fill-up online GSTR-1 & GSTR-2 & GSTR-3 Return.
- Bank Reconciliation, Posting and Analysis.
- Handling Petty Cash Book.
- Planning material requirements and budgets in discussion with the Engineering Teams.
- Analyzing requirements and negotiating with the supplier best possible supply terms and pricing.
- Resolving supplier issue within agreed timelines.
- Coordinating with the finance team in getting the payment done for the respective vendors.
- Receiving and analyzing weekly reports from the stores on the position of stocks.
- MIS report, Inflow-Outflow, Debtors Ageing prepare report and presented by senior management.

27th-April-2006 – 12th-Nov.-2018

R.P Engineering works, Nasik

Position:

Seniors Accountant

Job profile:

- Preparation of Sales Invoice or Non-Billable Challans.
- Reviewed accounting documents and verified vouchers and bills
- To Complete and Maintain Excise & GST sales invoices and reports. Fill-up online ER 3 Return & Vat Return.
- Bank Reconciliation, Posting and Analysis.
- Handling Petty Cash Book.
- Reconciliation of Debtors & Creditors.
- Maintain Vendor files, correspond with vendors & respond to inquiries.
- Preparing Monthly Debtors again Reports & Provision.
- Handling Excise Audit, Internal Housekeeping Audit.
- Provide Supporting Documentation for CG Power & Ind. Solutions LTD “SQP” Audit & ISO Audit.
- Preparation of Cheque & Payment Vouchers.
- Handling Order inputs, enquiries, preparing quotations and ensuring follow-up with clients for order confirmation & collection of payments.
- Verify bill discrepancies and resolve with customers.
- Statement of accounts & ledger reconciliation with supplier & client on monthly bases.
- Provide Monthly Finish Material or Raw Material Stock Statement to Customer & Bank.

PAST EXPERIENCE

12th-July-2005 – 28th Feb 2006

Jagnath System, Nasik

Position:

Office Assistant.

Job profile:

- Bank Related Transaction & Bank Reconciliation.
- Handling daily Petty cash book .
- Communication and dealing with Customers.
- Preparing Daily Receipt & Payment Entries.
- Maintenance of Daily Stock, Filling, & Making of Vouchers .

15th-Nov-2004 – 30th-June-2005: Idea power Wash Pvt. Ltd, Nashik.

Position: Sale Executive.

QUALIFICATION

H.S.C	:	From KSKW Arts, Science & Commerce College, Cidco, Nashik
S.S.C	:	From G. G. High School, Nashik
Computer Diploma	:	Diploma in Computer Management from IGM Computer Education In year 2005 with 1 st class, Nashik
Typing	:	English Typing (30 WPM)
ISO (9001 – 2000)	:	Certify that successfully completed the training programme in ISO (9001 – 2000) (Internal Auditing of Quality Management System)

EXTRA CO-CURRICULAR ACTIVITYS

- Participated in Handball School & Intercollege competitions.
- Participated in various sports in school.
- Hobbies: One Day Trekking, Listening Music, Playing Game on Computer, Reading Novel,

STRENGTHS

- Punctual.
- Dedicated
- Smart Work
- Self Motivated
- Never give-up approach

PERSONAL PROFILE

Address : N 53/ S/ F / 4 / 32-10 Uttamnagar,
Cidco, Nashik, Maharashtra-422012

Date of Birth : 30th Sept. 1986.

Marital Status : Single

Languages Known : English, Hindi, Marathi

Disclaimer

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Looking forward to receive your early reply. Thanking you in anticipation

Place: Nashik

Meenal R. Kakad