

HEENA SURENDRA KOLI.

Address: Manori Village, Koliwada, Marve Road, Post Kharodi, Malad (W.), Mumbai-400095, Maharashtra, India.

DOB: 2nd May 1998 | Mobile No.: +91-9619432566/7304038327 | Email: heenakoli9224@gmail.com

- To secure responsible position & make my skills speak my position as an effective employee.
- To add value to your organization with the help of my adaptability and my grasping power
- An energetic, dynamic, focused and proactive individual with a strong work ethics.

ACADEMIC PROFILE:

Exam Passed	Year	Name of School/College	Percentage
T.Y.BAF	2018	Ghanshyamdas Saraf College Of Arts & Commerce	75.67%
H.S.C.	2015	Pathkar Varde College Of Arts & Commerce	79.23%
S.S.C.	2013	ST. Aloysius High School	76.73%

WORK EXPERIENCE:

- **DIPESH ENGINEERING WORKS** (Manufactures Engineering Products)

Designation: Accountant (Period: June 2018 – August 2019).

KEY RESPONSIBILITIES HANDLED

- ✓ Making Suppliers Cheques; maintaining Record of Cheques made and Courier.
- ✓ Handling Petty Cash and Maintaining proper records.
- ✓ Making Entries in Tally of Receipts and Payments.
- ✓ Making Daily Bank Reconciliation.
- ✓ Updating Cheque Books.
- ✓ Routine Bank Transactions.
- ✓ Depositing Cheques in Bank.
- ✓ Documentation.
- ✓ Payment of Electricity Bill & Telephone Bill.
- ✓ Prepare and process electronic transfers and payments on daily basis (RTGS & NEFT).

- **MIRA INFROM PRIVATE LIMITED** (CREDIT RATING COMPANY)

Designation: Accountant (Period: August 2019 – Current).

KEY RESPONSIBILITIES HANDLED

- ✓ Generating Day to Day bills for advance payments.
- ✓ Checking Bank statements & balances.
- ✓ Handling Petty Cash.
- ✓ Purchase, Sales, Receipt, Payment & Journal entries in Tally.
- ✓ Checking all Mails & replying to Clients accordingly.
- ✓ TDS Calculation.
- ✓ Scrutinizing Ledgers to Solve Clients Query.
- ✓ Checking of foreign Bills & Making payments.
- ✓ Maintaining Proper record of all Bills.

- ✓ Checking Payments received in banks and settling invoices accordingly.
- ✓ GST Knowledge (Solving Gst queries and Return Filling).
- ✓ Making Foreign Remittances.
- ✓ Handling Accounts Payable (cheques, Bank Transfer, etc).
- ✓ Handling Accounts Receivable (Entries of payment made in tally & reconciliation with bank statement).

COMPUTER SKILLS:

- *Computer Profession* – Knowledge of CCCT.
 - MS WORD
 - MS EXCEL
 - MS POWER POINT
 - TALLY ERP9
 - CRM SOFTWARE
 - TALLY PRIME

PERSONAL DETAILS:

- Nationality – Indian
- Marital Status – Unmarried
- Hobbies – Dancing.
- Language to Known – English, Marathi, Hindi.

I hereby declare that the above information is true and correct to the best of my knowledge and belief.

PLACE: MUMBAI, INDIA.

(HEENA SURENDRA KOLI.)