

CURRICULUM VITAE



AAISHA FARUKH BAGWAN

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ACCOUNTS PROFESSIONAL:

Seeking challenging assignments in Accounts and merge into a dynamic globally focused organization that will strategically utilize my existing skill sets while providing opportunities to amalgamate personal enrichment with professional goals

ACADEMIC:

Qualification	Name of the University	Percentage %	Passing Year
Bachelor of Commerce	Mumbai University	72.42	2006
H.S.C.	Maharashtra Board	68.67	2002
S.S.C.	Maharashtra Board	54.93	2000

TECHNICAL SKILLS:

- ✓ MS Office – MS Word
- ✓ MS Power-point
- ✓ MS Excel
- ✓ Tally 9.1 & ERP

WORK EXPERINCE:

M.M.Medical Centre & Diagnostics (Since 22nd Feb, 2012 till 30th June, 2016)

Accountant

- Checking cash book on daily basis of Main centre and 3 branches.
- Preparation of monthly TDS return, Bank Reconciliation, Salary Processing
- Making Fund Transfers, daily bills from My lab Software
- Processing Doctors Payment (Centre visit & Home Visit)
- Preparing monthly summary
- Preparing CUTS of Doctors and solving queries if any

- Preparing due list
- Tracking of payment details
- Dispatch monthly statement of outstanding bills to Insurance companies with a copy of concern
- Getting account reconciled by resolving queries if any
- Handling Cash, physical stock
- Maintaining stock book
- Assisting C.A for auditing
- Making monthly payment of P.T (Online)
- Assisting P.F consultant with P.F
- Making monthly payment of P.F (Online)
- Co-ordination with bank for accounts related activities
- Looking after Housekeeping and maintainence of center.
- Handling H.R Dept. (Finger punching, Apron, Timing etc.)
- Looking after personal work of Boss (LIC, Res. Light bill, Tel bill, Maint. Bill, School Fees, misc)
- To make an order of stationery and lab materials
- Issuing of stationery in all the branches and keeping records of the same
- Keeping all the loans record
- Involved in other day

V.K.Group (Since 24th May, 2010 to 31stJan, 2012)

Account Assistant

- Making all sales and purchase entries in Tally
- Preparation of monthly TDS return
- Bank Reconciliation • Salary Processing
- Making Fund Transfers
- Ensuring timely processing of bills
- Tracking of payment details
- Dispatch monthly statement of outstanding bills to customers with a copy of concern
- Getting account reconciled by resolving queries if any
- Handling debtors & creditors
- Preparing Fund flow statement
- Handling Cash
- Monthly stock submission to Bank for CC limit
- Assisting Accounts manager for auditing
- Making monthly payment of P.T
- Handling all vendor payments
- Co-ordination with bank for accounts related activities
- Involved in other day to day transaction

AMEX FINANCIAL SERVICES PVT. LTD (26th April,2006 – 20th May, 2010)

Account Assistant

- Handling Loans such as Personal loan, Business loan & Deposit loan
- Preparing monthly reports of all the branches
- Tally H.O and branch every month.
- Visiting all the branches
- Making payments to the customer
- Preparing monthly interest of customers.

- Entering ID, Sheets, Receipts, Vouchers.
- Opening and closing of accounts.
- Preparing commission of Field Officers.
- Printing Fixed Deposit Certificates
- Handling Cash.
- Writing daily cash book.
- Involved in other day to day transactions

COMPETENCIES:

Disciplined, Loyal, Enthusiastic, Polite and patience nature

PERSONAL DETAILS:

Date of Birth: 04th Nov 1984

Languages: - English, Hindi, Marathi

Marital Status: Married.

Visa status: Spouse Visa valid till 26/03/2025

DATE & PLACE:

AAISHA FARUKH BAGWAN