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**CURRICULUM VITAE**

**PARAMJEET KAUR**

Address: A-84Z, Third Floor, DDA Flats, Jahangirpuri, Delhi-110033   
Phone No.: - 8130918057   
Email ID:-pramjeetkaurittan@gmail.com

**Career Objective**

I want to become a successful professional by utilizing my abilities with my Sincerity, Honesty and Hard Work to secure a challenging position where extensive experience will be further developed and utilised.

**Work Experience**

Working with Swiss International – a trading company under Swiss group which is an Auto Spare Parts manufacturing company, as an Export and Accounts Executive from Dec 2012 to till date.

**Responsibilities:**

**Accounts:**

* Maintain all accounting voucher entry.
* Maintain Bank Reconciliation and Reconciliation of Debtors & Creditors.
* Preparing Export Sale Invoices & the upkeep of an accurate accounts filing system.
* Preparation and input of month end journal vouchers
* Inputting, matching, batching and coding of invoices
* Maintain day to day accounts & reporting Managing Director on time to time.
* Calculation of Sale Tax, Service Tax & TDS.
* Preparation of monthly TDS Deposit Tax Challan.
* Preparation of Quarterly Sale Tax/Vat & Service Tax Challan.
* Preparation Sale Tax Return, Services Tax Return & TDS Return Filling Quarterly.
* Preparation of various reports for senior managers.
* Responsible for financial accounts.
* Fixed Asset accounting, reconciliations and depreciation journals.
* Preparation of Fixed Asset Register.
* Ensuring that information is accurately collected & entered into systems.
* Assist in the preparation of monthly balance sheet account reconciliations.
* Preparation of Purchase orders.
* Inputting of supplier invoices and employee expense claims to the ledgers.
* Transfer of online payment to the vendors.
* Preparation of Monthly Salary.
* Maintaining Pay Roll & Leave adjustment.
* Checking of TA/DA bills.
* Online transfer of salaries through e-net
* Mails & Letters drafting.

**Exports:**

* Prepare complete set of documents pertaining to export shipping documentation.
* Get all required documents attested from the relevant authorities/ministries/chamber of commerce.
* Maintain a direct relationship with the Bank pertaining to all export procedures and documentation.
* Complete paperwork for acquiring certifications for the required items.
* Prepare Sales and Purchase contracts, Certificate of Origin, Customs/ Insurance declaration, Monthly delivery/sales reports, issue payment vouchers, etc.
* Coordinate closely with the logistics/shipping Company and CHA for scheduling and bookings shipments to ensure smooth and timely cargo delivery.
* Coordinate and liaise with suppliers and buyers to ensure smooth cargo operations.
* Track electronically the status of all the shipments.
* Handle other trading duties.

**Academic Record**

* Post Graduate (M.com) from IGNOU in 2015.
* Graduate [B.com (Pass)] from University of Delhi in 2012
* 12th from C.B.S.E. in 2009
* 10th from C.B.S.E. in 2007

**Professional Skill**

Knowledge of Microsoft Word, Excel, PowerPoint, Online Correspondence & Networking.

**Strength**

Creative, Ideas- Driven, Well-Organised, Persuasive, Strong, Self Starter, Enthusiastic & Teamworker.

**Personal Details**

Father’ Name : S. Inderjeet Singh

Gender : Female

Religion : Sikh

Languages Known : Hindi, English & Punjabi.

Date of Birth : 11th Dec.1991

Nationality : Indian

Marital Status : Single

Date:

Place: (PARAMJEET KAUR)