



SMITA A. VERMA

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PROFILE SUMMARY

- Offering over 14 years of work experience.
- Rich experience working in Head office and at Zonal Office of Pantaloons as a Senior Accounts Executive, handling Accounts Payable, Receivable and MIS with working knowledge in advanced excel in consolidation of MIS reports.
- Possess extensive knowledge of handling Accounting system, audit and assisting in filling Tax returns.
- Experience in handling complete Accounts process for Fashion, Boutique, Manufacturing Food Products Supplier Firm.
- Play an active role in administration of all the departments.
- Experience in preparing reports and managing complete backend activities smoothly.
- Experience in assisting and supporting day to day operations for the organization.
- Possess motivational management style with a record of being able to deliver positive results independently & under pressure.

CAREER OBJECTIVE:

I am looking ahead to work in a professional, growth-oriented organization, where in one can make significant contribution to the success of the organization. Seeking a position that involves creativity, challenges and that provides me, an opportunity to constantly strive to explore, innovate & excel in attaining organizational and my individual goals. A consistently dependable team player, I can thrive in a high-pressure environment, enjoy the challenges of meeting deadlines and work in a team.

STRENGTH & SKILLS:

Good analytical, interpersonal, communication & listening skills coupled with dedication and sincerity towards the assigned job.

EDUCATION BACKGROUND:

Course / Degree	Institute / Board	Year of Passing	Grade
B. Com	Mumbai University	2003	II
H.S.C	Mumbai University	2000	I
S.S.C	Mumbai University	1998	I

EXTRA QUALIFICATIONS

- * Completed successfully MS Office – Basic Computer Course (MS Word, MS Excel, MS Power Point & Internet).
- * Knowledge of Tally 6.3
- * Working Knowledge of SAP R/3 Production Planning Module.

EXPERIENCE

- Worked as a “Personal Secretary cum Office Accountant” at D.H. Joshi & Co., Advocates, Bombay High Court from April 2016 – December 2017.

Key Responsibilities

- * Responsible for maintenance of client’s MIS.
- * Handling communications & follow up with clients.
- * In charge of handling the Cash and Bank transactions and monthly reconciling the same.
- * Maintaining Sales Tax records.

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- Worked as “**Senior Accounts Executive - Accounts Payable Activity at Head Office**” at Pantaloons Fashion & Retail Limited from March 2012 till March 2016.

Key Responsibilities

- * Handling outright vendor payments as per the due date considering weekly ageing report.
- * Handling SOR (Sale on Return Basis) & OAVC (On Approval Vendor Consignment) Vendor payment on basis of the sale report monthly basis.
- * Monitoring of GR/IR (Goods- receipt / Invoice- receipt) status.
- * Monitoring & handling issues of Sale contract errors in case of OAVC vendors.
- * Maintenance of contract for OAVC merchandise.
- * Handling vendor’s payment working on Monthly Basis considering Margin.
- * Vendor Reconciliation & Balance confirmation.
- * Analysis of merchandise brand margin & approval of Purchase order.
- * In charge of Vendor Registration by verifying of documents required for Vendor Registration.
- * Monthly Reports related to merchandise Commission, Brand Recovery & Minimum Guarantee & reports based on Vendor ageing.
- * TDS reconciliation as per the TDS certificate submitted by Consignment Vendors and monitoring payment of the same.
- * Closing of Month end Activity on or before due date.

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- Worked as “**Accounts Executive - Accounts Receivable Activity at West Zone**” at Pantaloons Retail (India) Limited from November 2006- February 2012

Key Responsibilities

- * Monitoring of Receivable Reconciliation for PRIL West Zone, Collection v/s System report.
- * Finance Card charges.
- * Chargeback & double swipe resolutions with the help of Bank Relationship Managers.
- * Gift vouchers reconciliation & destruction of the same during internal Audit.
- * Monitoring of Bank Reconciliation.
- * As per the SOP handling all commercial activities for New Store Set ups.
- * Handling petty cash & Expense Booking of the stores.
- * Submission of Monthly MIS report with proper action remarks.
- * Handling of Internal & Statutory Audit.
- * Submission of necessary Acknowledgement & Balance confirmation as required by Auditors.

- * Handling Commercial Audit of the Stores as per the SOP.
 - * Completion of Month end activity on or before due date by submission of necessary reports required by the Organization.
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- Worked as “**Accountant**” at Ivy League Fashions Pvt Ltd from October 2004 to November 2006

Key Responsibilities

- * Responsible for maintaining company’s accounts
 - * Handling of Cash and Bank transactions of the company and responsible for monthly reconciling the same.
 - * Responsible for purchase and sales budgeting and implementation.
 - * Inventory Management.
 - * Responsible for filing TDS returns and issuing TDS Certificate.
 - * Responsible for filing Professional Tax and Sales Tax returns.
 - * In charge of planning, budgeting and implementation of product exhibitions.
 - * Issuing of ‘C’ Form to the required dealers.
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- Worked as “**Accountant**” at Santogen Silk Mills Ltd from April 2004 to October 2004

Key Responsibilities

- * Responsible for maintenance of client’s MIS.
 - * Responsible for maintaining purchase and sales records.
 - * Inventory Management for monthly basis.
 - * In charge of handling the Cash and Bank transactions and monthly reconciling the same.
 - * Maintaining Sales Tax records.
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- Worked as “**Office cum Account Assistant**” at Leena Agrawal from May 2003 to April 2004

Key Responsibilities

- * Responsible for maintenance of client’s MIS.
 - * Responsible for Client’s services in terms of maintenance of premium records (payment received and payment due) and policy maturities.
 - * In charge of handling the Cash and Bank transactions.
 - * Handling and settling Mediclaim policies.
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- Worked as “**Office cum Account Assistant**” at Jeet (India) Pvt. Ltd from May 2003 to April 2004

Key Responsibilities

- * Responsible for maintenance of client’s MIS.
 - * Responsible for maintaining purchase and sales records.
 - * Inventory Management for monthly basis.
 - * In charge of handling the Cash and Bank transactions and monthly reconciling the same
 - * Maintaining Sales Tax records.
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COMPETENCIES

- Quick learner & adapts well to changes and pressure in work place
- Managing relationships & working efficiently with diverse groups of people
- Committed to meeting deadlines and schedules
- Leadership skills to lead projects & handle work independently

LANGUAGES KNOWN

English, Hindi, Marathi, Marwari

HOBBIES

Listening to Music & Cooking

DATE OF BIRTH

12th July 1982

DECLARATION

I hereby declare that the details furnished above are true to the best of my knowledge.

JOINING DATE

Immediately

Smita Verma