

Kavita



Mobile: +97150 3589116 **E-mail:** ghawarikavita1991@gmail.com

Experienced professional with **6 years** in **India** and **2 years** in **Abroad**. Key Account Assistant, Admin, Supervise, Monitoring stocks, vendor relations, store operations, stock-inventory control and providing customer service. Committed team player who possesses good sourcing, planning, monitoring, Handling Cash Book, Bank Reconciliation, AP and AR, analytical, and organizing & communication skills. Seeks suitable opening in any organization where expertise and abilities could be utilized.

CAREER SNAPSHOT

Bagason Dubai Account & Admin Assistant FMCG Distribution (Fast Moving Consumer Goods)	Dec-2021 to March 2022
Namaste India Restaurant Malaysia Account & Admin Assistant Food Industry, Chain Restaurant.	March-2019 to Feb 2021
Indus International Hospital Mohali Key Account Executive Healthcare Services Provided, 5 branches.	May-2016 to Feb-2019
Mother Dairy Chandigarh Account Executive Distributor in Dairy Product at Chandigarh.	Jun-2013 To April-2016
Yashu Pharmaceuticals Pvt Ltd Mohali Billing & Account Executive Distribute medicine in retail trade arose Mohali, Chandigarh, Himachal, Panjab	Dec-2009 TO Jun-2013

- 2 years' experience Account & Admin Assistant in Malaysia in different culture in very hard conditions.
- Maintained excellent customer/Vendors relationship in different levels and established good business relationship with them in a very short time of period.
- Plan, organize, manage, coordinate, supervise and evaluate office movements.
- Document financial transactions by entering account information.
- Data analysis based on company, customer on month wise for sales vs receivable
- Effective communication & Critical thinking to start any kind of project for customer.
- Standards of accounting & knowledge of regulatory standards.

PROVEN JOB ROLE

Admin & Account Assistant Executive.

- Daily Cash Book/Expenses Maintain.
- Filling Returns as per company policy.
- Bank Reconciliation as per company basis Weekly/Monthly/Yearly.
- Provided the information to client about company projects & Policy along with services.
- Dealing with banks about loans query for company asset.

- Keeping track of all transaction documents in the client's database through system.
- Compile and distribute weekly/monthly reports and communicate key results to the rest of the team to ensure company goals are being met.
- Received the bills for Purchase Department and send for allocation for payment.
- Match the bills with SRV' s Solution and entered into system.
- Coordinate to branches to collect the invoice on daily basis for make payment on time weekly/monthly basis.
- Day to day banking work like NFFT, RTGS, TRF and coordinate with respective bank and solve the issue if any.
- To ensure all Accounts entries to be posted in system on daily basis and for customer, sales.
- Collected the OPD and IPD Cash on daily basis and deposited to bank as per company requirement.
- To ensure that Salary for all staff and Expenses to be posted in system and review them on every month end for if any deduction for any stuff.
- To ensure that payment prepare for supplier and issue the cheque on time to continue positive business relationship with them.
- To ensure that follow up for payment from customer via sales team and provide them SOA on monthly basis and notify that credit note and debit note to be update in SOA for particular customer.
- Accounting for Purchased, Sale, Expenses, Debit Note, Credit Note and Journal Voucher in Tally.
- Maintaining the inventory through system and prepare invoice for delivery as per customer requirement.
- Preparing MIS for sales, purchase on weekly/ monthly/ quarterly basis as per management or finance requirement.
- To ensure to make Monthly and yearly closing stock report along with sales and purchase and if require profit margin need to added in report as per management requirement.
- To ensure the purchase not to be over limit vs expected sales as per management decision.
- Accounting worked done in the Telly Software, ERP Solution, Logic ERP, POS System, Excel, Word, Power Point, Email and Internet browsing.

EDUCATION

ACADEMIC

- B.Com. (Business of Commerce) Himachal University Shimla (2014) INDIA.

COMPUTER SKILLS

- Diploma in Computers Application Nangal Punjab India
- Computer literacy: MS Word, MS PowerPoint, MS Excel.

PERSONAL DETAILS

Nationality: Indian

Date of Birth: 26th Jan 1991

Marital Status: SINGLE

Contact no: +97150 3589116

Visa Status: Tourist Visit visa

Languages: English, Hindi & Punjabi