



VICKY BALU KANK

ACCOUNTANT / ACCOUNTS ASSISTANT

WORK EXPERIENCE

✉ vicky.kank93@gmail.com

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📍 Nasik, Maharashtra, India.

📅 20th July 1993

👤 Unmarried

🌐 Indian

2020-2023
(Ajman-UAE)

ALFAN EMARITS GARMENTS W/SHOP
Accounts Assistant

- Posting Purchase Entries
- Preparing Creditors Payables Report
- Posting PDC Cheques Entries in SAP
- Maintain Bank Book As Per PDC Issued
- Monthly Bank Reconciliation
- Calculating Cost for Perfume & Bakhoors & Fabrics Received From Outside Countries
- Preparing Attendance & Salary Sheet
- Stock Audit
- Maintain Import Goods Documents
- Maintain Systematic Bookkeeping All Records

2013-2019
(Nasik-India)

M/s. JADHAV ELECTRICALS Dealers & Distributors (Larsen & Toubro Ltd.)
Accountant

- Excise Purchase Invoices Entry
- Direct & Indirect Expenses Entry
- Updating Daily Cash & Bank Book
- Receipts & Payments
- Bank Reconciliation
- Monitoring Bills Receivables
- Preparing Outstanding Statements & Payables Record
- Preparing Employees Salaries & Bonuses
- Filling Excise Returns
- Stock Audit
- Annual Audit Of Books
- Bookkeeping All Records

2009-2013
(Nasik-India)

J. K. D. POPAT & CO. Chartered Accountant
Working As Article Internship

- Sales & Purchase Invoices Entry
- All Direct & Indirect Expenses Entry
- Cash & Bank Entry
- Bank Reconciliation
- Preparing Trading & Profit & Loss Account
- Preparing Balance Sheet
- Income Tax & Vat Audit
- Filling Income Tax & Vat Returns

ABOUT ME

Seasoned senior accounting assistant with 9 years experience providing outstanding bookkeeping and accountancy support, including 3+ years in a Inventory Assistant position. Detailed knowledge of accountancy procedures and principles with track record for training motivating new hires. Exceptional attention to detail with a talent for noticing and correcting discrepancies.

SOFTWARE

Excel	★ ★ ★ ★ ★
PowerPoint	★ ★ ★ ★ ★
Word	★ ★ ★ ★ ★
Tally Erp 9	★ ★ ★ ★ ★
Tradeannex	★ ★ ★ ★ ★
Ultra Pos	★ ★ ★ ★ ★
Odoo	★ ★ ★ ★ ★
SAP Business One	★ ★ ★ ★ ★

LANGUAGES

- ✓ Marathi
- ✓ Hindi / Urdu
- ✓ English

EDUCATION

2014
Nasik-India

F. Y. B. Com. (Appear)
University Of Pune

2013
Nasik-India

Higher Secondary Certificate Examination (12th)
University Of Pune

2009
Nasik-India

Secondary School Certificate (10th)
University Of Pune