

CURRICULUM VITAE

BHAVIKA PANCHAL
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Contact. No:-

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Contact Address

D/501, Narayan aura, near
Narayan villas, Sunpharma
road, Atladara, Vadodara
390012 Gujarat

Personal Data

Date of Birth:-

02/02/1989

Gender: Female

Nationality: Indian

Marital Status: Married.

Languages Known:

English, Gujarati, Hindi
and Marathi.

Objective

To be associated with the best organization and sincerely serve in achieving its objectives & goals.

Strengths

Strong mental composure & confidence, and open mind towards learning & perceiving new concepts.

Education Details

- **Diploma in early childhood care and education ECCED** (March-2020)
Safal Teacher's Training, Thane
- **Master of Commerce (M.COM) in Accounting & Finance** with **64.87%**
(March - 2011), University of Mumbai.
- **Bachelor of Commerce (B.COM)** with **69.42%** (March - 2009).
K. J. Somaiya College of Science & Commerce, Vidhyavihar, Mumbai.
- **H.S.C.** with **56.67%** (February - 2006).
S. K. Somaiya College of Science & Commerce, Vidhyavihar, Mumbai.
- **S.S.C.** with **63.60%** (March - 2004).
Jnana Sarita School, Mulund, Mumbai.

WORK EXPERIENCE: -

a) **Company** : - Nalanda International School, Baroda

Duration : - 3th Feb 2020 to 08th August 2015

Designation : - Teacher

Job Profile : -

- Providing caring, teaching and facilitating kids from the age group of 0 – 6.
- Focusing to understand stages of child 's physical and emotional growth
- Proving guidance to parents who desire to enhance their parenting skills & gain inputs on child development

(b) **Company** : - Shangrila Food Products Ltd, Mumbai

Duration : - 10th Feb 2015 to 05th Jun 2015

Designation : - Accountant

Job Profile : -

- Maintaining Bank transactions i.e. payments and receipts on daily basis.
- Bank Reconciliation with Company accounts on monthly basis.
- Preparing and securing financial information by completing database backups.

- Planning, Scheduling & Monitoring cash inflows & outflows on weekly and monthly basis.
- Preparation of various financial details in order to prepare Financial Balance Sheet.

(c) Company : - Yashvini Group of Industries, Mumbai

Duration : - 15th Jul 2014 to 07th Feb 2015

Designation : - Accountant

Job Profile : -

- Maintaining accounting controls by preparing and recommending policies and procedures.
- Recommending financial action plans by analyzing accounting options.
- To guide accounting staff by coordinating activities and solving queries.
- Preparing and securing financial information by completing database backups.
- Preparation of journal entries in Tally ERP 9.0

(d) Company : - A. K. Industries, Thane

Duration : - 10th Jul 2011 to 10th Jul 2014

Designation: - Accountant Assistant

Job Profile : -

- Preparation of invoices and maintaining their records.
- Handling petty cash on daily basis and maintaining their database.
- Paying employees by receiving, verifying expenses reports and preparing check.
- Verifying vendor accounts by reconciling monthly statement and related transactions.
- Maintaining workflow by studying methods implementing cost reductions and developing reporting procedures.
- Scheduling cash inflows and outflows for future investments.

ADDITIONAL QUALIFICATIONS :-

- **Tally ERP 9.0**
- **MS Office**
- **Fox Pro**

I hereby declare that the above-mentioned information is correct upto my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

BHAVIKA PANCHAL