

Divya Vaishanvi CHS  
306/A  
Gorai 3  
Borivali (West),  
Mumbai- 400092  
Email: dhanahreej1987@gmail.com  
Mobile : 8652177 377

To,

Human Resource Department

**Subject:** Application for the position of Accountant or Equivalent designation

Dear Sir/ Madam,

I would like to apply for the Accountant's position within your prestigious organisation. I would also like to notify that I am flexible to interview myself for any other equivalent positions in the Finance department of your reputed property/brand.

I have also enclosed my Curriculum Vitae as per your requirement. I hope to get a consideration from your side on the strengths of my Financial skills and experience.

Looking forward to hear from you.

Thanking you in anticipation

Yours faithfully,

Dhanashree Parab



Divya Vaishnavi Chs 306/A/ , Gorai 3 Borivali west Mumbai- 92	Mobile 91 8652 177377 E-mail dhanashreej1987@gmail.com
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## Dhanashree Sandesh Parab

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<b>Objective</b>	I am keen to undertake a responsibility that has an opportunity to grow within the organisation. I am a proactive, adaptable and reliable professional with more than 9 years' experience in the Finance Industry. I am an effective team player and a dedicated individual;
<b>Professional Experience</b>  <b>Jet Airways India Ltd</b> <b>June 2010– Till date</b>	<b><u>Jet Airways India</u></b> <b>Position Held : <u>Accountant</u></b> <b><u>Profile:</u></b> <ul style="list-style-type: none"><li>• Processing of GRN (Goods Receipt Note).</li><li>• Reconciliation of vendor's account on monthly basis and follow ups with user department for GRN's of outstanding bills.</li><li>• Invoicing of the booked GRN's with proper GST.</li><li>• Payment processing of vendor on the due dates.</li><li>• Booking of payment entries (Scrap Sale) after receiving the payment from customers and preparing customer Invoice with proper GST.</li><li>• Clearing of all Vendor and Customer in SAP on monthly Basis.</li><li>• Follow ups for approval from respective user department for booking of Invoices other than GRN's in the system under different Cost Centre &amp; Cost Element.</li><li>• Looking after GST while booking Invoices in systems.</li><li>• Provision entries in case of Invoices not received for the month. And reversal of the same after booking actuals</li></ul>

	<ul style="list-style-type: none"> <li>Closing of Books of Accounts Monthly / Quarterly / Half Yearly /Yearly.</li> </ul> <p><b><u>Achievements :-</u></b></p> <ul style="list-style-type: none"> <li>Promoted as Accountant in August 2017</li> <li>Promoted as Assistant Accountant in March 2015.</li> </ul>								
<b>Educational Qualifications</b>	<table> <tr> <td><b>Masters in Business Administration</b> (Sikkim Manipal University)</td> <td>Feb 2011- 13</td> </tr> <tr> <td><b>Bachelors in Commerce</b> (Sathaye College)</td> <td>March 2008</td> </tr> <tr> <td><b>HSC</b> (Maharashtra Board)</td> <td>March 2005</td> </tr> <tr> <td><b>SSC</b> (Maharashtra Board)</td> <td>March 2003</td> </tr> </table>	<b>Masters in Business Administration</b> (Sikkim Manipal University)	Feb 2011- 13	<b>Bachelors in Commerce</b> (Sathaye College)	March 2008	<b>HSC</b> (Maharashtra Board)	March 2005	<b>SSC</b> (Maharashtra Board)	March 2003
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<b>Languages known</b>	<ul style="list-style-type: none"> <li>Fluent in English, Hindi, Marathi</li> </ul>								
<b>Computer Literacy</b>	<ul style="list-style-type: none"> <li>Certificate in office computing (MS OFFICE)</li> </ul>								
	<ul style="list-style-type: none"> <li>Have working knowledge of SAP 6.4 &amp; 7.2 in Financial Accounting modules.</li> <li>Knowledge of various Software Package Viz, Ms Office, Tally, DTP, Corel Draw.</li> <li>Hardware</li> </ul>								
<b>References</b>	Available on request								
	<p>Date of Birth – 17<sup>th</sup> May 1987</p> <p>Marital status - Married</p>								