### Aradhna Tiwari

### Address:

### House No. 84 E 4

### Arera Colony

### Bhopal-462016

Mobile: +91-9981269122/8839442328

Email: aradhnatiwari88@gmail.com

**Account and Finance Executive**

Over a 6.5 years of accomplished experience in execution of accounts and having the qualification of MBA-Finance, I want to use my skills and knowledge in accounts and finance sector to enrich my career with the commitment of desired growth of my organization.

**Executive Summary**

* **Experienced Account Executive** offering a distinguished career with committed role in managing and executing day to accounting system of organization
* **Professional competencies** of managing accounting on TALLY, maintaining Ledger, Cash Books, Manual Accounting, Reconciliations of Banks etc.
* **A complete account’s professional with excellent communications skills**
* **Articulate communicator,** skilled at effectively collaborating with management, staff, users and clients
* **Computer expertise in** TALLY, MS Office.

**Professional Experience and Accomplishments**

At Present working with Shri Construction from 1st April 2016 to till date

* Preparing labour sheet
* Maintaining all Voucher Filing and other document work.
* General Entry on Tally
* Maintain All Site Bills
* Cash Handling

Last worked with Rajasthan Patrika Pvt Ltd from 1st September 2015 to 30 March 2016

* Preparing all bills of Events .
* All type of General Entries TDS Entry also.
* Maintaining all Voucher Filing and other document work .
* Audit of news paper & Other Pullout.

**Accounts Executive: From 01st Jan. 2014 to 31 Dec 2014**

Previously worked with Nava Bharat Pvt Ltd

* To maintain cash book, ledger, day book etc in Tally.
* Reconciliation of accounts with bank in Tally.
* Maintaining Purchase voucher entries in Tally.
* Reconciliation of payment and receipts vouchers.

**Accounts Executive: From January 2011 to 31st October 2013**

Previously worked with Shikhar Infrastructure & Consultancy Services Pvt. Ltd., Bhopal and my responsibilities are

* To handle entire office work independently
* To maintain cash book, ledger, day book etc
* Accounting of Tally
* Reconciliation of accounts with bank
* Maintaining records with management, staff, users and clients.
* Facilitating auditor during the audit.

**Computer Proficiency**

* *TALLY*
* *Certificate of CCA from IGM Computer Education*
* *M.S office( M.S word, M.S Excel, Power Point)*

**Professional Qualification**

* **MBA-Finance**

Master of Business Administration in 2010

First Division from RKDF College of Engineering-Bhopal, affiliated to Barkatullah University-Bhopal

***Specialization:***

***Major : Finance***

***Minor : Retail***

**Academic Qualification**

* **B.Com**

Bachelor of Commerce in 2008

From Satya Sai College for Women-Bhopal, affiliated to Barkatullah University-Bhopal

* **Intermediate**

10+2 (12th ) in 2005

From Saraswati Higher Secondary School-Seoni of M.P.Board

* **High School**

10th in 2003

From Saraswati Higher Secondary School-Seoni of M.P.Board

**Internship**

Title : Housing Loan

Organization : Central Co-Operative Bank, Bhopal

Duration : 45 Days

**Brief Description**

Home Loan is a Secured [Loan](http://www.deal4loans.com) offered against the security of a house/property which is funded by the bank’s loan, the property could be a personal property or a commercial one. In case of Salaried, In case of Self-employed etc to get home loan there is various steps are involved.. like are as follows..

**Personal Details**

Name : Aradhna Tiwari

Father’s Name : Mr Rameshwar Nath Tiwari

Date of Birth : 5th July 1988

Marital Status : Unmarried

Gender : Female

Nationality : Indian

Permanent Address : House no. 189 Sector Pushkar

Aakriti Aqua City Bypass Road Near 11 Mile

Bhopal (M.P.)

**Place: Bhopal**

 **(Aradhna Tiwari)**

**References & Supporting Documents Available upon Request**