



**SEEMA JAISWAL
CMA & CS**

To

The HR Manager

Sir/Madam,

Sub: Application for career opening in your Organization

I take this opportunity to introduce myself as a young and energetic Cost and Management Accountant, Company Secretary, wishing to start my career in your Organization. It would be a great privilege to be a part of your esteemed Organization.

I understand that working for your Organization requires a candidate who is team oriented and is able to handle the multiple tasks associated to various departments. I am confident that my skills commensurate with my qualification and experience which will help me to perform the job efficiently and effectively.

In case opportunity is given, I would make a significant and meaningful contribution in your Organization to the best of my abilities.

Please find herein my resume for your consideration.

I wish to get your early response.

Thanking you

Regards,

Seema Jaiswal.

COST AND MANAGEMENT ACCOUNTANT AND COMPANY SECRETARY

COMMUNICATION DETAILS	CAREER OBJECTIVE		
PERMANENT ADDRESS:	To gain a dynamic and challenging role that will offer me the best opportunity for further development of my abilities, skills and knowledge in an established firm with long term career growth possibilities.		
A1,Uti quarter, Maker kundan garden, Juhu tara Road, Beside SNTD college Mumbai-400049	PROFESSIONAL PROFILE		
CONTACT INFO: +91 8777566759/ 9004673003	YEAR	CERTIFICATION	UNIVERSITY/INSTITUTE
EMAIL ID: seemajaiswal2807@yahoo.com	2013	Cost and Management Accountant	Institute of Cost Accountants of India.
PERSONAL DETAILS	2014	Company Secretary	Institute of Company Secretaries of India.
Father's Name: Late Rajendra Prasad Jaiswal	PROFESSIONAL EXPERIENCE		
Husband's Name: Deepak Chaurasia	IDEAL REAL ESTATES PRIVATE LIMITED, (IDEAL GROUP) KOLKATA (JULY,2018-AUGUST,2019)		
DOB: 28.07.1988	DEPUTY MANAGER (FINANCE & ACCOUNTS)		
Gender: Female	<ul style="list-style-type: none"> ➤ Working Knowledge in Tally and ERP(Farvision) ➤ In-depth knowledge and practical experience of GST and all other indirect taxes including service tax, Vat, works contract, etc. ➤ Overall Checking of bills including Sub-contractor bills,summary statements and vouchers for its accuracy in accounting prepared by juniors accountant. ➤ Signing of all payment vouchers releases and ensuring Cheques of all vendors and sub-contractors are accurate. ➤ Preparing and filing GST Returns and ensuring timely payment of GST Liabilities. ➤ Co-ordinating with Internal as well as Statutory Auditor. ➤ Preparation of Monthly Cost Sheet of all projects,MIS Reports etc. ➤ Preparation of Cashflow Statement on monthly basis as per the requirment of management. ➤ Checking on daily basis Inter group Accounting and Proper Audit Compliance. ➤ Responsibility for maintaining proper Books of Accounts on monthly,Quarterly and yearly basis. ➤ Preparing Yearly budget as per revenue forecast. ➤ Cordinating with Group Companies for accounts finalization. ➤ Managing a team of resources for accounts and MIS role. ➤ Preparing Companys performance data to top management on regular basis. ➤ Ensuring regular follow up with customer service and collection department for collections of demand from customers. ➤ Responsibility related to internal control ,compliance,ROC etc. ➤ Hands on knowledge of finalizations and Prepartion of Financial Statements. ➤ Loans related matters and follow up with banks etc. 		
Nationality: Indian	MERLIN PROJECT LTD, (MERLIN GROUP) KOLKATA (MAY 2016-JUNE,2018)		
Languages Known: English , Hindi , Bengali.	SENIOR EXCUETIVE (FINANCE & ACCOUNTS)		
Marital Status: Married	<ul style="list-style-type: none"> ➤ Working Knowledge in Tally and ERP(Farvision) ➤ In-depth knowledge and practical experience of GST and all other indirect taxes including service tax, Vat, works contract, etc. ➤ Overall Checking of bills including Sub-contractor bills, summary statements and vouchers for its accuracy in accounting prepared by juniors accountant. ➤ Signing of all payment vouchers releases and ensuring Cheques of all vendors and sub-contractors are accurate. ➤ Preparing and filing GST Returns and ensuring timely payment of GST Liabilities. ➤ Co-ordinating with Internal as well as Statutory Auditor. ➤ Preparation of Monthly Cost Sheet of all projects,MIS Reports etc. ➤ Preparation of Cashflow Statement on monthly basis as per the requirement of management. ➤ Checking on daily basis Inter group Accounting and Proper Audit Compliance. ➤ Responsibility for maintaining proper Books of Accounts on monthly,Quarterly and yearly basis. ➤ Preparing Yearly budget as per revenue forecast. ➤ Cordinating with Group Companies for accounts finalization. ➤ Managing a team of resources for accounts and MIS role. ➤ Preparing Companys performance data to top management on regular basis. ➤ Ensuring regular follow up with customer service and collection department for collections of demand from customers. ➤ Responsibility related to internal control ,compliance,ROC etc. ➤ Hands on knowledge of finalizations and Prepartion of Financial Statements. ➤ Loans related matters and follow up with banks etc. 		

- Knowledge of Drafting of legal Documents, Bank Agreements, Pettition,Affidavit and all other related documents.
- Loans related matters,co ordinating with banks etc.

ZACKS RESEARCH PRIVATE LIMITED, KOLKATA (MAY 2012-MARCH 2013)

EQUITY RESEARCH ANALYST.

- Preparation of financial models to include individual sell side analyst financial models after research work for earning results.
- Other event update on various stocks listed on NYSE,NASDAQ
- Other foreign exchange involving fundamental analysis of their performance and quantitative analysis of management strength, business strategy and product/services outlook by leading brokers covering the stock.

ACADEMIC PROFILE

YEAR	CERTIFICATION	UNIVERSITY/INSTITUTE	RESULT
2010	B.Com	Calcutta University	50
2007	Senior Secondary Examination(I.S.C)	Marias Day School	80
2005	Matriculation Examination(I.C.S.E)	Marias Day School	75

COMPUTER PROFICIENCY

- Well versed in Microsoft applications i.e MS Word, MS Office, MS Excel & MS Power point, Tally, ERP.

JOB SKILLS

- Ability to work in a team.
- Committed to work in project deadlines and schedules.
- Organized and well structured at work.

SOFT SKILLS

- Ability to grasp and learn quickly & accurately.
- Very enthusiastic and highly motivated with a Positive attitude.
- Flexibility & Adaptability.

DECLARATION

I hereby declare that all the information and facts given above are true to best of my knowledge and belief

Place: Navi Mumbai

Your's Faithfully,
(Seema Jaiswal)