

AMRUTA VINAYAK JADHAV

Shree Balaji Co-op Housing society .

Room no 1909 Jerbai Wadia road,

Naigaon Mumbai-400012

Mobile no. 9870266656

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Looking to associate with an organisation which provide me to build up challenging carrier to be a part of the team, which excel in achieving the assign tasks towards growth of the organisation and which gives me the utmost services satisfaction.

Work Experience:

Itone India Pvt. Ltd. Mumbai, Maharashtra - Current

Accountant Manager:- From 8th December 2020

- Data entry of day to day transaction of sale, purchase and bank entries with reconciliation in Tally ERP.
- Weekly collection report.
- Resolving any payment entry issues immediately.
- Keep accurate track of all account payables.
- Update management on account payables every week.
- Adding daily account payable in system.
- Cash management reporting of the organisation.
- Preparation of TDS and GST data for filling.
- Updating and creating of product in company system.
- Updating Manufacturing details of product in company system.
- Banking requirements and follow-ups for documents of various schemes of various banks for company.
- Take the role in the Audit as a professional team member to perform aimple part of financial statement.
- Support audit work ion real project together

- Complete the administration task as required by Audit Department.

NARENDRA FORWARDERS PVT. LTD. (CHA)

Account Executive- Jun 2010 – January 2018

- Passing necessary journal entries, payments and receipt in the books of account.
- Assist to Accounts Manager for maintaining company account.
- Calculation of TDS, Service Tax.
- Daily Bank Reconciliation.
- Maintaining Payable/ Receivables Outstanding (Creditors/ Debtors)
- Follow-up for payment and updatation of realization.
- Assist to senior Accountant for finalizing of Balance Sheet.
- Ledger Scrutiny, Purchase Booking.
- Preparing Import Invoice (Bills).
- Online Stamp Duty, TDS payments, Custom Duty. FSSAI Payment.

Skills:

- Administration Office Operation.
- Records & Database administration.
- Operation Support.
- Ability to multitask.

IT Knowledge:

- MS-CIT.
- Tally ERP-9.
- Efficient in internet and basic computer application.
- Visual Accounts (Software).

Academic Qualifications:

- Passed TYBBI (Banking & Insurance) From Mumbai University in Mar 2009.
- Passed H.S.C. From Mumbai University in Feb 2006.
- Passed S.S.C. From Mumbai University in Mar 2004.

Personal Information:

- Date of Birth: 20,December 1987
- Name: Amruta Vinayak Jadhav
- Fathers Name: Kishor Shivling Todkar
- Languages Known: English, Hindi, and Marathi.
- Nationality: Indian.
- Hobbies: Listening Music, Reading, Dancing.

Strength :

- Sincere, Hardworking and Honest.
- Ability to grasp new things quickly.
- Positive attitude.
- Team work Skills
- Strong analytical and problem solving Skills.

DECLARATION:

I hereby declare that the above information's are true to best of my knowledge. Finally, I request the concerned authorities to provide me chance so, that I can prove the best of my self. I shall ever be grateful and thankful to you

Date:

Place: Mumbai

(Amruta Vinayak Jadhav.)

