



Ms. Avisha Satyawan Pawale.

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CAREER OBJECTIVE

To work in line with the objective of the organization and utilize my potential to the maximum for the benefit of the organization.

WORK EXPERIENCE

Mude Group of Companies

(15 Dec 2023 to till Date)

Job Profile: Assistant Manager

- ✓ Responsible for employee Attendance & salary preparation.
- ✓ Managed 30 employees, scheduled work hours, resolved conflicts, and determined salaries.
- ✓ Create and maintain positive customer relationships.
- ✓ Handling all employee problems and continually strive to develop your staff in all areas of managerial and professional development.
- ✓ Conducted interview rounds of Shortlisted Candidates.
- ✓ Checking off and signing invoices on a weekly basis.
- ✓ Responsible to management of corporate level accounts transactions as daily basis of all branches.
- ✓ Quarterly Filling GSTR 1, 2B, 3B.
- ✓ Making Payment of Professional Tax and ESIC.
- ✓ Preparation of Sales Invoice , Purchase Invoice
- ✓ Cross Checking of All Branches Purchase order , Sales order , All Invoices.
- ✓ Responsible for all the Petty Cash related Activities including Cross checking and Authorization of daily petty cash vouchers.

Tirupati Kable Manufacturing LLP

(May 2021 to 10 Dec 2023)

(Manufacturers of: Welding Cables, Copper & Aluminum)

Job Profile: Executive Accountant

- ✓ Preparation of outstanding statements for Debtor's & Creditor's on weekly & monthly Basis.
- ✓ Follow Up for Purchase Invoice from Parties & Purchase Department.
- ✓ Preparation of Sales Invoice , Purchase Invoice
- ✓ Monthly Filling GSTR 1, 2B, 3B as well as working.
- ✓ Keep records of Bank reconciliation on a daily basis as well as monthly basis.
- ✓ Booking Bank Payment and Bank Receipt entries.
- ✓ Making Online Payment for Parties and Staff Salary.
- ✓ Preparation E-way Bills and E-Invoice.
- ✓ Making Payment of TDS on website.
- ✓ Preparation Annual GST Working Data.
- ✓ Responsible for Company Documentation of Finalization Process in coordination with CA.
- ✓ Responsible for all the Petty Cash related Activities including Cross checking and Authorization of daily petty cash vouchers

Job Profile: Accounts Administration

- ✓ Keep records of Bank reconciliation on a daily basis as well as monthly basis.
- ✓ Keep records of Bank Summary on daily basis as well as monthly basis.
- ✓ Monthly Filling GSTR 1, 2B, 3B as well as working.
- ✓ Sales & Purchase total Reconciliation of accounts calculating GST.
- ✓ Making Payment of TDS / TCS on website.
- ✓ Making Payment of Advance Tax on website.
- ✓ Preparation e-way Bills.
- ✓ Keep Records of Credit Card entries.
- ✓ Keep Records of Cash Voucher.
- ✓ Booking Purchase, Sales Bills.
- ✓ Booking Expenses Bill.
- ✓ Booking Bank Payment and Bank Receipt entries.

QUALIFICATION

- M. Com Post Graduate from **Mumbai University** Pursuing Second Year.
- B. Com Graduate from **Mumbai University** Passed in year 2020-21.
- H.S.C Passed from **Maharashtra Board** in year 2017-18.
- S.S.C passed from **Maharashtra Board** in year 2015-16.

ADDITIONAL QUALIFICATION

ACCOUNTING

Banking and Accounting Course (Code- BAN 101), State Trade Certificate, Passing Year 2017-18

MASTER DIPLOMA IN ACCOUNTANCY

*MS OFFICE *BASIC EXCEL *ADVANCE EXCEL *BASIC TALLY *ADVANCE TALLY *GST
*INTERNET *TALLY ERP9 *TALLY PRIME (Latest Version)

PERSONALITY

- Positive Attitude toward life.
- Honesty with a sense of purpose.
- Good communication skills.

PERSONAL INFORMATION

- Gender – Female
- Birth Date – 23 Feb 2001
- Marital Status – Single
- Nationality – Indian
- Languages Known – Marathi, Hindi, English

DECLARATION

I hereby declare that the above-mentioned details are true to the best of my knowledge and belief.

