

RESUME

RAHATE JYOTSNA HARISHCHANDRA

Mobile : 8454975754 Email : jyotsnarahate@yahoo.com

Aspires to grow in the area of Accounts & Tax management with an organization of high repute.

BRIEF OVERVIEW

Personal Details:

Name : Ms.Jyotsna H. Rahate

Add : Devidas Dalal Chawl,
Maratha Kolsewadi,
Kalyan (E) 421306

DOB : 13th April 1985

- Acquired knowledge and understanding of activities like : Vendor Reconciliation, Preparing Details & filing of TDS, GST , PT Return , Managing Accounts Receivables and Accounts Payable, Day- to day accounting of Purchase ,Sales Bills, Accounting of Expenses & Fixed Assets Bills with exposure towards ERP etc.
- Abilities in handling multiple priorities, without a bias for action and genuine interest in personal and professional development.
- An enterprising individual with good interpersonal skills & willingness to learn

Educational Qualification

	Board / Universities	Class
SSC	Mumbai	1 st
HSC	Mumbai	1 st
TYBCOM	Mumbai	1 st

Computer Knowledge

Word , Excel, Tally Prime

Skills and Strengths

- Prioritizing
- Software Proficiency
- Multitasking
- Self Motivating

Summary – Work Experience

EMPLOYER	DESIGNATION	FROM	TO
Decode Resolvency International Pvt Ltd	Sr. Accountant	Oct.2022	Jan 2024
Stoplik Services I Pvt Ltd	Jr. Accountant	Sept 2009	Oct.2022
Ojas Marketing	Accountant	July 2007	Sept 2009
ADS Controls	Office Assistant cum Accountant	Aug.2006	June 2007

Decode Resolvency International Pvt Ltd

Designation : Sr. Accountant

Duration : Oct 2022 – Jan2024

Responsibilities

- Prepare general ledger entries by maintaining supporting records.
- Monthly and year end closing , fixed asset maintenance and general ledger reconciliation.
- Coordinating with external auditors for quarterly reviews and annual audits.
- Accounts receivables / payables, Reconciliation/payment follow-up, issuance of Invoices / Debit / credit Notes.
- Develop and document accounting policies to maintain and strengthen internal controls.
- Filing of TDS, GST , PT return.
- Salary payment & payroll management,
- Coordinating with vendors, bankers etc. for smoother operation and maintaining banking functions.
- Any other task required by the Management as per their requirement.

Stoplik Services I Pvt Ltd

Designation : Jr. Accountant

Duration : Sept 2009- Oct 2022

Responsibilities

- Managing Accounts receivables and Accounts Payable.
- Preparing Details for E- filing TDS return and GST Return.
- Preparing Details for Income Tax Scrutiny.
- Making salary of employee for organization
- Scrutiny of ledgers.
- Preparation of Bank reports, Projection report, Stock statement.
- Reconciliation of Bank Account, Vendor Account, TDS (assets) with respect to Form 26AS.
- Plan, assign and review staff's work
- Support month-end and year-end close process
- Looking into all the pre-audit matters.
- Assisting and co-ordinating the auditor& Tax Consultant in tax audits, tax returns and relevant matters.
- Looking into ROC matters including preparation of Director's report and all the relevant forms.
- Compliance of stock audit requirement.
- Computation and Preparation of Income Tax returns of Individuals.
- Maintain and manage intercompany account transactions

OJAS MARKETING

Designation : Accountant

Duration : July 2007 – Sept 2009

Responsibilities:

- Daily updates of sales, Purchases, Receipts, payments entries in Tally.
- Bank Reconciliation.
- Preparation of Salary.
- Preparation of sales bills.
- Maintaining AMC record
- Follow up for receivables
- Checking of expenses, bills

ADS Controls

Designation : Office Assistant cum
Accountant

Duration : Aug.2006 – June 2007

Responsibilities

- Clerical duties including, but not limited to, mailing and filing.
- Handling Incoming calls and other communications.
- Managing filing systems.
- Maintaining financial database records.
- Maintains stock of supplies.