

Gauri Kailas Karande *Accounts and Finance*

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📍 Vitawa, Thane (W)- 400605

📅 30/08/2000

Profile

Professional with efficiency and attention to detail who is skilled in overseeing financial transactions and ensuring correct record-keeping. Proven capacity to simplify administrative procedures and offer thorough assistance to achieve efficient operations. With considerable experience, I am looking forward to an employer who would be able recognize my potential and there arrange an interview subsequently offer a promising career opportunity.

Education

Bachelor of Commerce (Accounts and Finance)

06/2019 – 03/2021 | Thane - 400605, India

Mumbai University

Professional Experience

Accounts and Admin

12/2021 – present | Navi Mumbai, India

Digital Disruptors Pvt Ltd

Digital Disruptors Pvt Ltd

Role: Accounts Executive and Admin

- Generate all monthly sales invoices and email to clients
- Maintaining accounts with Tally ERP 9/Tally prime
- Payments to vendors against the bills and also all expenses of the company
- Prepare salary sheet, conveyance sheet and transfer on monthly basis
- Outstanding follow up with clients for due payments
- Prepare calculation, payments and returns for GST (GSTR -1, GSTR-3B & GSTR 7), TDS (24Q and 26Q), PT (PTEC and PTRC), ESIC, EPFO on monthly basis or quarterly basis
- Download form 16 & 16A from traces and share with vendors and employees
- Registration of new employee with EPFO and ESIC
- Prepare Cash flow, Provisions and Profit & Loss statement
- Maintaining accounts payable and receivable statement
- Admin formalities document gathering, asset management, employee on boarding process and employee record
- Company internal expense management through Petty Cash and Internal event management

Responsibilities

- Interaction with clients, deciding priority for the moment and work accordingly.
- Self-Motivating and trustworthy.
- Ability to take up responsibility of Work.
- Have to set a target and complete work in time before due date.

Skills

Taxation

Accounting

Well versed with MS Office tools, PowerPoint and

Advance Excel

English and Marathi typing

Courses

Tally ERP9

Advance Excel

MSCIT

Marathi and English typing

Languages

- English
- Marathi
- Hindi

Interests

- Cooking
- Dancing and Yoga
- Rangoli

Declaration

I am a very ambitious, Fast Implementing, hardworking and determined professional as far as work is concerned. I assure you of the best output from my end. I confirm that the information provided by me is true to the best of my knowledge.

Gauri Kailas Karande