

# Neha Bafna

601, 6th Floor, Suncity Meridian,  
Near Bee Foodie, Bhiwandi -  
421302  
**7877772035**  
**nehabafna2715@gmail.com**

## PROFESSIONAL SUMMARY

Detail-oriented and dedicated accounting professional with over 3 years of experience in financial accounting, GST & TDS compliance, bank reconciliation, vendor management, billing operations, and MIS reporting. Skilled in Tally ERP and MS Office Suite with a proven ability to streamline accounting processes and ensure compliance with regulatory standards. A collaborative team player with strong analytical and communication skills.

## EXPERIENCE

### P.S. Jhabak & Co.- Account Assistant

April 2021 – Present

1. Managed accounting records and handled GST & TDS filings
2. Performed bank reconciliations and maintained ledgers
3. Handled client documentation and supported statutory compliance
4. Generated and analyzed MIS reports
5. Processed import entries, including Bill of Entry, customs duties, and logistics coordination for imported goods

## EXPERIENCE

### Uttam Vasstraly- Account Executive

July 2019 – March 2021

1. Responsible for Accounts Payable/Receivable, bank reconciliations
2. Billing and PR-PO processing
3. Vendor management and invoice auditing
4. Reconciliation of vendor payments and invoice audits

## EDUCATION

1. **12th Grade-** Commerce Stream- St Joseph High Secondary School. School- Ahmedabad
2. **Bachelor of Commerce-** Aroma College of Commerce, Ahmedabad (Gujarat University), Passed in 2012

## SKILLS

1. Tally ERP
2. GST & TDS Compliance
3. Bank Reconciliation
4. Billing and Vendor Management
5. Import Entry Handling
6. MS Excel (VLOOKUP, HLOOKUP, Pivot Tables)
7. Data Entry

## PERSONAL SKILLS

1. Strong analytical and problem-solving skills
2. Effective communicator and persuasive
3. Team player with leadership abilities
4. Capable of working collaboratively toward goals

## LANGUAGES

1. Hindi (Advanced)
2. English (Intermediate)
3. Gujarati (Intermediate)

## **HOBBIES**

1. Cooking
2. Blogging
3. Badminton

## **DECLARATION**

I hereby declare that all information furnished above is true to my knowledge.

Neha Bafna