

# Priti Chaurasia

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## OBJECTIVE

Detail-oriented and results-driven accounting professional with hands-on experience in GST compliance, monthly filings, ITC reconciliation, and end-to-end account handling. Adept at managing financial records, vendor payments, reconciliations, and ensuring statutory compliance. Seeking to leverage my skills to contribute to accurate financial operations and seamless tax compliance in a dynamic organization.

## EXPERIENCE

Oct 2024 - May 2025

- **Account Executive**

Chameza Group

- Handled GST compliance, including GSTR-1, GSTR-3B filings, and ITC reconciliation.
- Ensured timely GST payments and resolved tax-related issues.
- Managed accounts payable/receivable and vendor payments.
- Created and maintained POs and Proforma Invoices.
- Recorded transactions in Tally and performed bank reconciliations.
- Managed petty cash and prepared monthly salary sheets.
- Issued GST invoices and tracked receivables with ageing reports.
- Supported teams with financial documentation and reports.
- Contributed to audit readiness and resolved compliance issues.
- Followed up on payments and distributed invoices.
- Resolved customer queries effectively.
- Trained and guided new accounts executives.

Aug 2023 - Sep 2024

- **Accountant**

Gaurav Associates

- Managed and organised manual files, invoices, and receipts for easy access and statutory compliance.
- Generated accurate, GST-compliant sales invoices, and resolved billing issues in coordination with the sales team.
- Handled monthly GST workings and filings, including GSTR-1 and GSTR-3B, ensuring timely and error-free submissions.
- Recorded financial transactions in Tally ERP, maintained ledgers, and reconciled accounts accurately.
- Prepared financial statements (P&L, Balance Sheet) and calculated tax liabilities (GST, TDS, Income Tax) in compliance with regulations.
- Reconciled monthly bank statements and resolved discrepancies.
- Managed financial accounts, reconciling bank statements and monitoring cash flow to maintain accurate records.
- Posted journal and ledger entries, prepared financial statements and reports and closed books.

April 2021 - Nov 2022

- **Accountant**

Ashok V Ajmera & Company

- Maintained organised manual files and financial records.
- Prepared and issued accurate sales invoices.
- Entered daily transactions in Tally ERP software.
- Computed GST, TDS, and income tax liabilities.
- Handled basic income tax return (ITR) filings.
- Managed GST compliance, including GSTR-1 and GSTR-3B filing.
- Processed TDS calculations, payments, and returns.
- Attended client calls and resolved accounting queries.
- Reconciled monthly bank statements and resolved discrepancies.
- Managed financial accounts, reconciling bank statements and monitoring cash flow to maintain accurate records.

Jan 2021 - March 2021

- **Human Resources**

T&M Service Consulting Private limited

- Joined as an intern for recruitment in a government department.
- Assisted in hiring for executive roles in various service departments.
- Supported contract initiation and outsourcing processes.
- Coordinated candidate documentation and interview scheduling.

## EDUCATION

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| 2025 | • <b>Dr. D.Y Patil University of pune</b><br>Master of Business Administration ( MBA ) |
| 2022 | • <b>University of Mumbai</b><br>Business Management Studies                           |
| 2019 | • <b>Higher secondary Cirtificate</b><br>Thakur College of Science and Commerce        |
| 2017 | • <b>Swami Vivekanand School</b><br>Maharashtra Board SSC                              |

## SKILLS

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- Ms Word
- Ms Excel
- Pivot table
- Ms PowerPoint
- Tally software knowledge
- Problem Solving
- IT fundamental skills
- Accounting fundamental skills
- GST compliance
- Vendor Management
- Team Collaboration

## CIRTIFICATE

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- CCC Program ( Computer Concepts Course) Government of india
- TCS ION Career Edge Young Professional, Communication skill, presentation skills, IT fundamental skills
- Bombay Stock Exchange Overview Of Financial Market part 1
- Infosys Springboard Young Industry Enthusiast Banking

## DECLARATION

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- I hereby declare that the information provided above is true and correct to the best of my knowledge and belief

Priti Chaurasia