

Priyanka Tupe

Sector 16, Vichumbe, New Panvel, Maharashtra.

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Career Objective:

To be part of an esteemed organization involved in innovation and implementing quality services in tune with world class quality standards 5 years work experience in finance and accounting field with in depth knowledge according to the government regulations and make analytical decisions, seeking a challenging position in a reputed firm.

Profile Summary

- Comfortable creating and reading complex computer spreadsheets.
- Extensive knowledge of keeping records, maintain the records and track the financial transactions.
- Proven track record to maximize the business opportunities.

Key Skills

- Accounts receivables & Payable management
- Managing billings and collections
- Preparing Financial Status Report
- Excellent interpersonal skills & Attention to Detail

Work Experience:

Total Experience: 05 years

Tata Institute of Social Sciences as "Upper Division Clerk" (Finance & Accounts)
(On Payroll of KHFM (Kalpataru Hospitality and Facility Management Services Pvt. Ltd) Since 10th June, 2014)

Key Responsibility: Responsible for requesting budget changes, submitting transfers, approving transactions and requesting payments. All transactions & request must be processed in compliance with the Institute's policies and procedures. Also review their accounts on a regular basis to ensure that proper recording of account expenses. Financial integrity is maintained by careful attention and adherence to the unit's budgets within the Institute's financial reporting system. Also responsible for ensuring that the expenses of the accounts managed do not exceed the unit's allocated budget. Processed payroll over 4 different campuses monthly, while checking for data entry issues and verifying totals, prepared monthly payroll withholding tax reporting, monthly reconciliations, formulated spreadsheets, maintain confidential human resource records and compiled reports from the databases. Administered and calculated withholding and deductions associated with net earnings.

Other Day to Day Responsibility Work

- Preparing Statement of Expenditure and Income & Expenditure statement of related projects.
- Establish through adoption of an annual budget what services and the level of services to be provided and how they will be financed.
- Preparation of Invoices, Receivable follow-ups.
- Checking of Bills, Making summary of Bills expenses and supporting vouchers in support of expenses incurred for the project or fund and also ensures completeness of supporting documents submitted for approvals & processed by preparing vouchers like Cash payment voucher, Bank Payment voucher, Journal voucher through ERP. Ensure transactions are properly recorded and entered into the computerized accounting system.

- To deal with daily transactions of payments and ensure that reconciliations are completed on a weekly basis.
- To monitor accounts and make sure that payments and list of payable are updated.
- To record all cheques and keep invoices and resolve discrepancies, if any.
- Responsible for gathering all accounting reports and efficiently filing them.
- Prepare Bank Reconciliation Statement on monthly basis.
- Make the Investments of related projects & Institute out of funds & maintain MIS report as well as registered. And also preparing Investment schedules for finalization.
- Making payments like Festival advance and Staff Welfare Fund loan as per Institute policies and procedures.
- Processing consultancy, honorarium to guest lecturers, reimbursements, overtime Allowance and daily wages, foreign remittance & vendor's payment after all accuracy checks & verification.
- Deduct correctly tax at source for any vendor payment and staff.
- Verified employee working days, component of salary and generate the employee's payroll through ERP accordingly.
- Maintained computerized records of all payroll advancements.
- Incentive for eligible employees in the month.
- Processing retirement benefits and monthly pension.
- Coordinating with employees for investment declaration form, guiding for investment.
- Calculate Income Tax and Professional tax on salaried employees & Pensioners.
- Prepare TDS statement on a monthly basis of staff.
- Prepare 24Q statements and 26Q statements on a Quarterly & Yearly TDS return & file it within the due time.
- Verify the annual tax returns, Issuing TDS Certificates FORM 16 etc.
- Assist Internal & Statutory auditors at the time of finalization of accounts.
- Perform banking transactions. Visit bank for office work
- Perform any other accounting & administrative duties as required.

Personal attributes

- Advanced knowledge of Microsoft Word and Excel
- Self managed and can drive own high level of activity to get the job done
- Calm under pressure, Hungry to learn
- Always willing to help other less experienced team members with workload

Professional attributes

- Highly organized and able to priorities assignments.
- A clear understanding of the dynamics of direct mails, mailing processes and digital/ new media
- Ensuring that projects are completed on time and within budget

Previous Work Experience

SPIP - NRLM CHHATISGARH Project & also with Prime Minister Rural Development Fellows Scheme (PMRDFs) project, Centre for Livelihood & Social Innovation, School of Social Work, TISS.

Duration: From 21st June, 2013 to 9th June, 2014

Job Profile: As Administrative cum Account Assistant

Education:

Name of Examination	Status	Year
Master of Commerce(Accountancy), University of Mumbai	II nd Class	2017-18
Bachelor of Commerce, Vivekanand Education Society, College of Arts, Science and Commerce, University of Mumbai	80.71%	2012-13
HSC, Vivekanand Education Society, College of Arts, Science and Commerce, Mumbai, Maharashtra Board	74.00%	2009-10
SSC, Madhyamik Vidyalay School, Mumbai, Maharashtra Board	82.92%	2007-08

Computer Proficiency

- MS-CIT in 2012 with 94%
- Tally ERP in 2013 with 92%
- English Typing 30 w.p.m. with 93%. & 40 w.p.m. with 78%
- Marathi Typing 30 w.p.m. with 73%
- M. S. Office, Windows and excel

Highlights

- Quick learner.
- Ambitious, hardworking, Self-Motivated and committed to excellence.
- Excellent spelling and computer skills.
- Ability to multi task and manage conflicting demands.
- Very good learning and grasping capabilities
- Easy adaptability to the ever changing in modern business Environment.

Personal Information

Date of Birth	9 th July, 1992
Religion	Hindu Kalan
Gender	Female
Marital Status	Unmarried
Language Known	Hindi, English & Marathi
Hobbies	Playing Badminton

Thanks,

Priyanka tupe

Date:

Place: Navi Mumbai