

Khushbu Ramchandani

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CAREER OBJECTIVE

- ☒ A qualified M.com (Accounts & Finance) professional with 2 years of Experience. To pursue a global career in the field of Accountancy, costing, and Finance within an innovative organisation in a challenging environment that provides me opportunity for growth and achievement in my career.
- ☒ Strong analytical skill.
- ☒ Focused and highly efficient.

SKILLS

Tally Prime	I have Two years of experience of Tally prime
Microsoft Office	I have more than 2 years of experience in Microsoft office which includes - Excel, word, PowerPoint presentation.
Outlook And Gmail	I have 2 years of experience in mailing.

EXPERIENCE

Feb 2021 to Sep 2021	Shiv Containers
Junior Accountant	<p>I have worked in packaging, containers and Corrugation industry as a junior accountant.</p> <p>Responsibilities :</p> <ul style="list-style-type: none">- Generating Tax Invoices and E-way Bills.- Data entry of Purchase, Income, Expense Invoices in Tally ERP.- Reconciliation of Bank Statements.- Preparation of Stock Statement.- Consumption of Raw Materials.- Other MIS reports.- Communication with customers regarding payment and Queries.- Monthly GST work.

Sep 2021 to Aug 2023

Accounts Executive - Finance And Accounts

Royal Castor Products Ltd

Currently I am working in a manufacturing and export entity having turnover exceeding 600 crores where my roles and responsibilities includes Accounting, Finance, Costing, Sales as well as other accounts and Finance work.

Responsibilities:

- Recording Transactions like Purchase, Expense, Payment and Receipt.
- Generating Tax invoice and E-way bill and other documentation related sales.
- Reconciliation of accounts Receivable and payables and vendor Reconciliation.
- Reconciliation of bank statement.
- GST work under Chartered Accountant of company which includes – Reconciliation of GST, HSN summary, Uploading Invoice on portal, Filling GSTR1, GSTR3B returns as well as GST and TDS Reconciliation. knowledge of filing GSTR9 & GSTR9C annual returns.
- Month end and year end closings.
- Preparing stock statement for bank and making cost sheet for Export documentation.
- Stock consumption and costing.
- Other MIS work.
- Making purchase orders for purchasing material and Proforma invoice for advance payment.

Aug 2023 to Still Working

Accounts Executive

Cygnnet Infotech Pvt Ltd

- Filling GST returns which includes GSTR1 & GSTR 3B.
- Reconciliation of GST ex. 2A and purchase register comparison
- Maintaining data of clients.
- communication with clients for any queries.
- Data preparation for clients as they required.

EDUCATION

Degree/Course	Institute/College	University/Board	Percentage/ CGPA	Year of Passing
Master Of Commerce	Gokul Global University	GGU	7.85 CGPA	2022
Bachelor Of Commerce	HNGU-Hemchandracharya North Gujarat University	HNGU	8.15 CGPA	2020
Higher Secondary School Certificate	P.J And Girls High School	GSEB	67%	2017
SSC	P.J And Girls High School	GSEB	60%	2015

CPA - Certified
Public
Accountant

Miles Education

AICPA

0%

Pursuing

ACHIEVEMENT

Good Performance Certificate

I have received "good performer recognition" certificate from royal castor products Ltd.

HOBBIES

Music, Reading, Travelling

PERSONAL DETAILS

Address	Sardar Nagar, Ahmedabad
Date of Birth	10/09/2000
Gender	Female
Nationality	India
Marital Status	Unmarried
Language Know	Sindhi, Hindi, Gujarati, English

DECLARATION

"I hereby declare that all the information furnished above is true to the best of my belief."

Khushbu Ramchandani