

Pooja Kotecha
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Date of Birth: 15th December 1987
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EMPLOYMENT DETAILS

Sr. Accountant - Encora Digital India Pvt Ltd, Ahmedabad

(Oct'2017- Mar'2023)

- Maintenance of cash & bank management for local currency and foreign currency accounts.
- Planning and executing monthly / quarterly / annual closure schedules; providing monthly financial statements and administrating the closing process with experience in Microsoft Dynamics 365.
- Controlling and maintaining fixed assets, streamlining reports & entries, undertaking physical verification of assets, and ensuring that all assets are ensured at the correct value.
- Assisted in conducting Tax Audit, Statutory Audit, Internal Audit, Stock Audit, and prepared relevant forms
- Ensuring reclassification and accounting of wrong or unaccounted entries prior to closure of general ledger
- Preparing and presenting weekly and monthly BRS and AR reports & productivity analysis.
- Part of Internal Audit team of Encora Digital unit.
- Team member of Indirect tax for GST audits GST Monthly Returns.
- Preparation and Computation of Income Tax Liability for individuals, private limited companies
- Assisting payroll sheet including leave & final settlement for employee and consultant.

Accountant - Akash Ceramics Pvt Ltd, Ahmedabad

(Mar'2016 – Sep'2017)

- Maintenance of cash & bank with BRS.
- Preparation of the accounting for AR and AP entries in Tally ERP-9
- Day to day internal auditing of all accounting voucher & Balance confirmation of AR and AP.
- Maintaining monthly stock summary

Accountant - Vaibhav Paper Boards Pvt Ltd, Vapi

(Aug'2012 – Nov'2015)

- Worked as an accountant, responsible for the all-accounting entries of the company on Tally ERP-9 Software
- Daily bank reconciliation
- Managing daily payment planning, considering available balance, and expected cash flow
- Responsible for account payable and accounts receivable.
- TDS: Calculation, deduction, and preparation of monthly TDS on services of commission, interest, contractors, professional, rent and salaries.
- VAT: Calculation, preparation, and remittance of payments as well as monthly E-Return
- Service Tax: Calculation and preparation for work contract, manpower supply & transportation services as well as half yearly E-Return.
- Excise: Calculation, preparation, and remittance of payments as well as monthly E- Return with set off thereof & its accounting.
- Day to day internal auditing of all accounting voucher
- Responsible for payment to all creditors and all expenses of the company via internet banking
- Maintaining sales book and use to issue credit note to agents for the commission on sales.

Accountant Asst. - Harsh Engineering, Vapi

(Apr'2010 – Jul'2012)

- Maintaining debtor's account. Use to maintain the debtors list and make follow- up/reminder for payment.
- Maintaining entries related to payment and receipts
- Use to manage the inventory status in excel, considering the purchase and sales
- Use to manage payroll of the company

EDUCATION DETAILS

B.com from KBS Commerce & Nataraj Professional Science College, Vapi in 2010

CARRIER OBJECTIVES

Looking for the opportunity to work as an Administration of Accounts & Finance in a reputed company. To apply my skills, exercise my abilities and experiences as a professional in the areas of accounts, cash management and budgeting. To grow with the growth of the company