

# CURRICULUM VITAE

## **NANDINI RAMPARSAD YADAV**

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### **❖ CARRIER STRENGTH:**

- Professional attitude and self-motivation with a strong work ethic of self-starter.
- Ability to work effectively as a team member as well as individual contributor.

### **❖ EDUCATION / QUALIFICATION:**

QUALIFICATION	UNIVERSITY/BOARD	YEAR OF PASSING	PERCENTAGE
TYB.COM	MUMBAI UNIVERSITY	2015-2016	82%
H.S.C.	MAHARASHTRA BOARD	2012-2013	71%
S.S.C.	MAHARASHTRA BOARD	2010-2011	73%

### **❖ COMPUTER SKILL:**

- MS-CIT (Microsoft word, excel, power point)
- TALLY ERP9. Zoho Books Online Software
- Good Knowledge about Microsoft Excel.
- Good Knowledge about G-mail and MS-outlook.
- Small experience about Advance excel.

### **❖ CAREER OBJECTIVES:**

- I Am seeking an employee with a company where I can use my talent and skill to grow and expand the company.

### **❖ WORK EXPERIENCE:**

- Working In **SHIVAAMI CLOUD SERVICES PVT LTD.** As “**Account Executive**” From 26 Nov 2018 To Till date
  - \* SHIVAAMI CLOUD SERVICES PRIVATE LIMITED (26 Nov 2018 to till date)
  - \* Designation: Account Executive
  - \* Department: Accounts Department

### **❖ Job Responsibilities:**

- Maintaining Books of Accounts in Tally and Zoho Books - Bank Reconciliation –Daily.
- Petty cash Maintaining: Expenses Booking, Advances follow - up, Record preparation. Minimum balance maintaining to avoid scarcity of cash needs.

- Bank Entries , Other Payment Gateway , and Cash Entries in Zoho Books and Tally ERP 9 .
- Manage GST payment by online – preparing GSTR-1 filing. Solve GST Related Queries of Customers.
- Handling Accounts Payable and Prepare vendor wise Payable report.
- Co- Ordinating with vendors for timely payments.Resolving all query on a real -time basis.
- Vendor Registration and Verify Vendor Ledger balances on Monthly Basis.
- Make payment of all utility bills and Credit cards and Pass the entries in Zoho books.
- Preparation of Monthly TDS Working and TDS Return sent to CA for filing. 26As Reconciliation.
- Recording Entries of Sales, Purchase , Expenses Receipt, Payments etc. in the accounting system .
- Generating Sales Invoices , Credit Notes,Payment Vouchers ,etc
- Maintain proper filling of accounting documents for record - Keeping.
- Prepare Debtors and Creditors Statement on Monthly Basis.

## ❖ WORK EXPERIENCE:

- Working in Rashmi Shipping Agency. As “Accountant Assistant” From 06<sup>th</sup> May 2017 To 25th Nov 2018.

## ❖ Job Responsibilities:

- Maintaining Books of Accounts in Tally.
- Day to day Petty Cash book, Petty Cash payment Voucher in Tally. (Maintain Petty cash)
- Settlement of All Expenses of Voucher (Travel and Daily Expenses For work voucher).
- Bank Entries (Personal and Corporate) Bank Reconciliation –Daily.
- Maintaining Payroll System (Provide Salaries to All Employees).
- Prepared various summary reports such as A/R, payroll, sales and cost reports.
- Maintaining Systematic Filing of Documentation.
- Making Payment online Stamp Duty Custom Duty
- Provided general support to the Import department.
- Preparation of Monthly TDS Working and TDS Return sent to CA for filing. 26As Reconciliation.
- Managed accounts payable and accounts receivable, generating invoices and monthly statements.
- Providing Support to auditors for Various audit works- Statutory , Tax Internal , GST Audit
- Making GST payment Online – Preparing GSTR1 Working. and GST Reconciliation
- Shipping Line, CFS Yard and Invoice Follow up and Making payments.
- Maintain Personal Account Expenses and Entries of Directors.

## ❖ WORK EXPERIENCE:

Working in AU FINANCE INDIA LTD. As “Operation Executive” From 31<sup>st</sup> may 2016 to 05<sup>th</sup> May 2017

- AU Financiers India Ltd. (Payroll – Autm ) (31 MAY 2016 – 05 MAY 2017)
- Designation: Executive
- Department: Motor Insurance

## ❖ Job Responsibilities:

- I am into Finance Ltd Company. Working in an Insurance Broking department.
- I am responsible for issuing Motor Insurance of all types of vehicles

- Giving quotations for issuing policies.
- Solving queries related to policies.
- Dispatching policies to the customer by courier.
- Preparing MIS report of issued policies on a daily basis.
- Making payments to concern Insurance companies.
- Submitting policy documents to concern Insurance companies.
- Keeping records of issued policies in the internal portal of Au called SAIBA.
- Communicate With all insurance Company concerned persons.

#### ❖ **STRENGTHS:**

- Quick learner with ability to research new opportunities, and plan/execute innovative strategies
- Extremely hard working with client focus.
- Dedicated and self-motivated team player.
- Excellent communication, interpersonal, strategic planning, analysis, problem solving and organizational skills.

#### ❖ **PERSONAL DETAILS:**

- DATE OF BIRTH : 20th June 1996
- LANGUAGE KNOWN : HINDI, ENGLISH, MARATHI
- MARITAL STATUS : UNMARRIED
- RELIGION : HINDU
- NATIONALITY : INDIAN

#### ❖ **HOBBIES:**

- I like to interact with people and like to share my knowledge with other people.
- In my life I strongly believe in the combination of smart and hard work.

#### ❖ **DECLARATION:**

- I hereby declare that all statements made in this resume are true, complete and correct to the best of my knowledge and belief.

**DATE:**

**PLACE: MUMBAI**

**(NANDINI R. YADAV)**