

CURRICULUM VITAE

KANDHARE ARCHANA RAKESH

Bhelke Nagar, Bhelke Park, B-13
Kothrud, Pune -411 038

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CAREER OBJECTIVE

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

ADDITIONAL KNOWLEDGE

1. Tally Prime
2. Microsoft Excel & Word
3. Winman TDS & CA ERP

PROFESSIONAL EXPERIENCE

Agilis Management Consultants Pvt. Ltd.- Since 1st Feb 2018 to till date

Axis Paradigm Infra Properties - Since 20th Aug. 2013 to 31st Jan 2018.

Arthtech Knowledge Solutions Pvt. Ltd., - 2011-2013 (2 years)

WORK EXPERIENCE:

Accounting and Financial Statements

- Well versed with Tally ERP
- Maintaining books of accounts in tally ERP with correct cost centers (Purchases / Sales / JV /Bank / Cash / debit note /credit note/ JVs etc).
- Vendor payments and creditors reconciliation (Accounts Payable). Also Customer reconciliation (Accounts Receivable). Employee claimed expenses (Monthly Reimbursement).
- Internet Banking (E-Net), bank reconciliation, Salary, ESIC PF & PT Payments & handling petty cash.
- Providing management with MIS reports with financial position, age wise debtors and Creditors position, Cash and Bank Position and other relevant details as and when required on monthly basis.

Direct Taxation and Accounting

- TDS – TDS Data Preparation / Working, Payments, Filling returns.
- Prepared & Filing of Individual, Trust Income tax returns.

Indirect Taxation

- GST – GST Data Preparation / Working, Payments, Filling returns GSTR1 & GSTR 3B.
- Prepared and Filed Profession tax returns.
- Prepared and Filed Labour welfare Fund.

SKILLS:

- Experience of more than Eight (08) years in the field of Accountancy, Taxation.
- Experience in Preparing and filing GST, TDS, and Income tax returns.
- Working knowledge of Tally, Winman, Microsoft word, Excel.
- MIS Reporting.
- Bank entries & Reconciliations.
- Working on M/s Words, Excel to make various documents.
- Import & Export remittance.
- Monthly MPR & Softex filing.
- Experience of more than Six years to handle Audit.

PROFESSIONAL QUALIFICATIONS

1. M.Com

University : Pune.
Institution : External.
Class : 2nd Class.

2. B.Com

University : Pune.
Institution : H.V. Desai College
Class : 1st Class.

3. D.T.L.

Board : Pune.
Institution : S.S.M.S. Law College
Class : 1st Class.

PERSONAL DETAILS

Date of Birth : 11th Dec. 1987.

Sex : Female

Nationality : Indian

Marital status : Married

Languages Known : English, Hindi, Marathi.

Date :-

Place :- Pune

(A.R. Kandhare)