

Priti Ramesh Gudhekar



MMS/MBA-DBM (Finance)

B. Com (Finance)

Contact No: +91 9503669996 / 9527926746

Email: pritigudhekar95@gmail.com

Objective

Seeking a challenging career in a dynamic and leading organization preferably in any Industry that would help me cultivate and nurture my skills with an opportunity to display my talent and become an asset to the organization.

Organizational Experience

Bharat Electronics Ltd.

Trainee Officer Finance - SAP FICO Module

(Dec 2021 – Till Date)

Responsibilities:

- **Accounts Payable-** Worked in Foreign Bills payable which includes establishing of Letter of Credits, checking of compliances with the terms and condition of purchase order, Creation of vendor liability, preparation of documents required as per RBI guidelines for making payment to foreign vendor like Form A1, FEMA declaration, OGL declaration etc.
- **Accounts Receivables** - Creation of GST invoices for supply of services which complying with the requirement of GST E-Invoicing, completion of services and time of supply of services. Verification of GST Invoices for supply of goods in system along with the supporting documents like E-way Bill, gate passes etc. Checking the compliance with the applicability of GST e-Invoicing. Recognition of revenue in accordance of IND AS 115.
- **Payroll Activities** - Assisted in managing payroll for employee, apprentice and trainee officers, maintaining apprentice attendance records, leave data. Verification of TA/DA and medical claims of employees and its remittance through electronic clearing system.
- **Cash & Bank Balance** - Continuous tracing of payment and receipts in system. Conducted bank reconciliation on daily basis and preparation of Bank reconciliation Statements.
- **GST & Audit** – Assisted in preparation of data for filing of GSTR -1, GSTR-3B and GSTR-7. Matching of purchase register with GSTR-2B for finalization of available GST Credit. Assisted in preparation of documents and data for statutory audit while closing of annual accounts. Review and clearing of bills payables and receivables related accounts.

Ratnagiri Gas & Power Pvt. Ltd.

Accountant

(June 18- Nov 21)

- Store Accounting
- Making Cash/Banking transactions & cash tally, Bank Reconciliation.
- Maintaining books of accounts, debtors, creditor's management.
- Proficiency in computer skills for data entry and knowledge of software like Tally, FINMAT, SAP etc.
- Employee salary Department
- Handling Staff Related Payments
- Employee taxation section –income tax (from-16, from-24Q)
- Compare the current year's expenses with previous year's expenses.
- Prepare the salary sheet of employees.
- Creation of Vouchers daily.

Key skills

- Expert in understanding business requirements.
- Team player with the ability to grasp new things quickly.
- An effective communicator with excellent analytical / logical skills and ability to relate to people to accomplish set revenue and business targets.

Educational Qualification

- **MBA** (Finance-Digital Business Management Study)- Mumbai University, 60%, 2017-18
- **B.COM** (Financial Accounting & Auditing)- Mumbai University, 67%, 2015-16
- **H.S.C**- Konkan Board- 64%, 2012-13
- **S.S.C**- Kolhapur Board- 74%, 2010-11

Computer skills

- **Operating System:** Windows XP, Windows 10.
- **Application:** MS- Office Tools, MS-CIT with (80% July-2013)

Key Achievements

- Win Best Volunteer Award in District Level N.S.S Camp.
- Participation in District Level Judo Championship "Gold Medalist" For consecutive Years 2012 to 2014.
- Participation in Avishkar Research Competition Organized by Mumbai University in 2015.
- Effect of demonetization in credit Society-Research project
- Use of technology in credit Society-Research project
- Cost analysis in cashew nut industry -Research project

Personal Details

Date of Birth : 25-07-1995
Address : B104, Yashwin Sukhniwas, Maan road, Hinjewadi phase 1, Pune-411057
Gender : Female
Marital Status : Married
Nationality : India
Languages : English, Hindi, Marathi.

Declaration

I hereby declare that all the statements made above are true and complete to the best of my knowledge and belief and nothing has been concealed.

Place:

Date:

Priti Ramesh Gudhekar