

**PRATIKSHA GAJANAN KATURDE**

Contact: +91 7977774933

Email: [pratikshakaturde@yahoo.com](mailto:pratikshakaturde@yahoo.com)

Total Exp: **4.9+** Years in TDS &

Finance

## **CURRICULUM VITAE**

### **OBJECTIVE:**

Looking forward to a career that provides an opportunity to improve knowledge and experience by working in a challenging and dynamic work atmosphere and in teams with people having diverse capabilities and personalities.

### **EDUCATIONAL QUALIFICATION:**

#### **Academic Qualifications**

<b>Qualification</b>	<b>Year of Passing</b>	<b>Board/ University</b>
B.Com	April 2015	Mumbai
H.S.C	February 2012	Mumbai
S.S.C	March 2010	Mumbai

### **PROFESSIONAL EXPERIENCE:**

Working at **Adarsh Bearing Pvt Ltd**  
**As an Accounts Receivable Executive**

(From June 2016 to April 2019)

#### **JOB PROFILE:**

- Remittance inward details provide to the Bank.
- Receipt Entries and Investment Entries in Tally.
- Making of Invoice.
- Journal Entries .
- Credit note, Debit note processing.
- Preparation of Customer & Vendor aging report from Tally.
- Reporting daily, weekly and monthly fund statements to Manager.
- Maintain good relation with Customer Representative and solve queries.
- Bank reconciliation in Tally
- Daily Accounting Entries in Tally 9.0 ER

Worked with **V MAHENDRA & CO.(CA)**  
**date) As an Audit & Accounts Executive**

. (From 10 May 2019 to till

**JOB PROFILE:**

**Audit Responsibilities:**

- Conducted and assisted in Internal Audit of Private Ltd Companies providing internal control and MIS report for management purpose, verification of legal compliances requirement of Income Tax Act for TDS and other matters.
- Conducted and assisted in stock audit.

**Tax Responsibilities:**

- Accounting entries in Tally for various clients.
- Preparation of TDS payments & TDS returns.
- Preparation of Professional Tax payments & returns.
- Preparation of Income tax returns for various entities such as Individuals, HUFs.
- Preparation of submissions of documents to be filed before the income tax authorities for scrutiny assessments and rectification proceedings.
- Preparation of GSTR1 & GSTR3B returns.

**COMPUTER SKILLS:**

- Working Knowledge of Accounting package- ERP (Finance) Module & Tally ERP 9.0
- Working Knowledge of Tax software- SARAL TDS.& Winman Network, Web GST.

**KNOWLEDGE OF EXCEL FORMULAS:**

- VLOOKUP, PIVOT TABLE, Good Excel Knowledge.

**OTHER SKILLS:**

- Ability of adapting to work in different environment quickly.
- Good written, oral and interpersonal communication skills.
- Self-starter and motivated professional.

**OTHER PERSONAL DETAILS:**

- Date of Birth : 07<sup>th</sup> December, 1994
- Father's Name : Gajanan H.Katurde
- Nationality : Indian
- Marital Status : Married
- Languages Known : Marathi, English and Hindi.
- Hobby : Shopping
- Address : Flat - 604, Building L1,  
Bageshree CHS,  
Sector 40, Kharghar  
410210

I hereby affirm that the information furnished in this form is true and correct.

Date:

Signature

Place: Mumbai

Pratiksha Gajanan Katurde