



Aparna Bhujade

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 aparna.nikhare@gmail.com

 Pune, India

SKILLS

Balance sheet Finalization
Accounts Payable, Invoice
processing, GST Refund process
GST, TDS, Vendor Payments
Advance Excel, Statutory Audit
QuickBooks, Xero, Citrix, Tally9.0
MS Office, ITR Software WINMAN

Awards

Awarded as an Outstanding
Contributor (TDS Project- almost
1cr Demand reduces)
Won Prizes in Carom Sports in
Office.

Language

English
Marathi
Hindi

Internship

Technical Analysis of Stock in
Banking Sector in BMA Wealth
Creators (Internship).

Summary

I am looking forward to work in an organization, which provides the environment for growth with competent and strong leaders in Finance & accounting. I have an urge and inclination for learning new concepts, technologies, a strong work ethic combined with a commitment to excellence in all projects undertaken.

Experience

Total 7 years & 5 Months of Experience in Finance & Accounts

Finance & Accounts Executive

@ IResearch Services Pvt. Ltd, Pune from June-2021
to August 2022

Accounts Executive

@ ATMS & Co LLP. Mumbai
February-2016 to March 2021

Accountant

@ Bajaj Healthcare Pvt. Ltd, Mumbai
March-2013 to May-2014

Education

- MBA in Finance from Mumbai University Full Time
- BCom from Birla College Kalyan (West) Mumbai University Full Time

Projects

IResearch Services Private Limited Research Services Company

IResearch is a marketing agency specialized in research-led campaigns with thought leadership content strategy, execution, brand positioning. In this company Handling Preparing MIS for all accounts payable. i.e., Outstanding list, Handling Outward payments through 15CA/CB. Carrying out internal audits and system controls, Preparing GST Returns & refund process with IT officer, Mutual Fund reconciliation, reconcile records of Bank transaction & preparing documents for audit point of view, TDS return filling, working and reconciliation Day to day accounting, Responsible for invoice computing, classifying and recording expenditure, Handling creditors, Payments etc. Perform general office duties such as answering telephones and handling routine correspondence. Month end closing journal.

ATMS Co & LLP, Thane CA Firm/CFO Services

Noble Resources & Trading India Pvt Ltd. (Overseas Client). – Here looking after Review of Cash flow Statement, Comparative P/L & Balance sheet Statement, and Computation of Income. Prepare corporate and personal tax returns. Carrying out internal audits and system controls. Build & maintain strong working relationships with Auditor, Banker, and Overseas Clients. Receive /Send & respond to preliminary P & L questions from Client. Review all balance sheet & Profit & loss accounts. Compute & Review Fixed assets as per income tax & as per companies act. Statutory compliances like TDS/ Service Tax/GST. Approve the working of Accounts payable & Receivable for balance confirmation & report to auditor in prescribed format. Preparing & deliver the checklist for audit purpose including HR, Legal & for various others departments. Reviewing & Approve Advance Tax, TDS & GST for Various clients & Payments

Bajaj Healthcare Ltd, Mumbai Manufacturing Company

Handling Accounts up to Finalization. Cost Audit, Balance Sheet Preparation. Working on Stock Taking in Factory on a yearly basis Handling of VAT, Service Tax, C-Form, F-Form, &H-Form. Bank, Payments, Sales& Purchase Journal in Tally. Working with TDS.

This project is related with the US election where the candidate register under this platform & people can ask the question to register candidate for any issue for which they want answer.

ING Vysya Bank Ltd, Mumbai

Banking - Business Development Executive from March 2012 to Aug2012.

Responsibility

- Understand and **analyse** the requirement from Auditor, Banker, Tax Officer etc
- Remain in regular contact with clients to understand and meet their needs.
- Respond to complaints and resolve issues to the customer's satisfaction and to maintain the company's reputation.
- Sending the **Regular status** to the higher authorities in a timely manner.
- Manages and supervises the accounts payable department and staff in the organization
- Manages functions like maintaining the general ledger, accounts payable and project, petty cash ledger etc.
- **Demonstrate** the new functionality to client.
- Oversee all payment transactions through Form 15CA/CB, wires, paper checks and so on.
- Responsible for TDS Return process.
- **Responsible for GST Refund Process.**

Executive Summary

- 7+ years of experience in **Finance & accounts** as a **Finance & Accounts Executive**.
- Hands on experience in **Balance Sheet Finalization, TDS, GST**
- Proficient as **Accounts Payable role, GST refund filling, TDS return filling & correction, 26AS, Assessment Handling – TDS Notice if any, Outward Payment, Vendor Payment.**
- Expertise with auditing and Finalization of accounts, P&L analysis.
- Ability to work under tight deadlines.
- **Oversee transaction and general ledger account reconciliation processes.**
- Conduct **cost/benefit analysis** and report key KPI's to provide supporting evidence that aids management decisions regarding implementation.
- Participate in **monthly stock take** with operation team.
- Experienced in preparing journals, monthly accruals **general ledger reconciliations with extreme accuracy.**
- Hands on experience in Maintaining asset register; reviewed expenditure accounts and identify asset acquisitions.
- Expertise in Process of **electronic and manual bank payments, tax payments.**
- Involved in **other ad-hoc AP duties as requirement and situation arise.**
- Handling internal customer queries and inquiries from outsourcing partners or authorities.
- **Experience in administer invoice approval from business operation head.**
- **Maintaining good quality and deadline.**
- Familiar with the use of **accounting rule and concepts.**
- **Experience with preparing month end close activities**
- Good written and verbal communications.
- **Managed revenue recognition** and ensured compliance with contractual terms and conditions.
- Hands on experience in **Reconciliation of multiple bank accounts.**
- Preparing **group accounts audit** pack for the half year audit.
- Assist in **compilation of statutory accounts up to P&L and Balance Sheet.**

Personal Details

Father Name	– Premnath Raghunath Nikhare
Mother Name	– Mangala Premnath Nikhare
Husband Name	– Vaibhav Bhujade
Gender	– Female
Marital Status	– Married
Current Address	– Flat No 1, Plot No 26, CB cooperative housing society, Lane No 10G1 Tingre Nagar, Pune 411032
Nationality	– Indian

DECLARATION:

I hereby confirm that the facts stated in this application are true to the best of my knowledge.

Date:

Place: Pune

Aparna V. Bhujade