

CURRICULUM VITAE

ADATE SHEETAL DINESH

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PERSONAL DETAILS

Date of Birth : October 26, 1980
Address : 199/7935, Kannamwar Nagar - 2,
Vikhroli – East.
Mumbai – 400083.
Languages Known : English, Hindi, and Marathi.

EDUCATIONAL QUALIFICATIONS

- **B. COM PASSED**
- **H.S.C. PASSED**
- **S. S. C PASSED**

OTHER QUALIFICATIONS & COMPUTER KNOWLEDGE

- Completed Basic Computer Course (MS-Office-2K) (Ms-Word, Ms-Excel, Ms-PowerPoint), Windows 95, Windows 98, Windows XP, Internet. Tally
- English Typing 30 w.p.m.

WORK EXPERIENCE

K. Raheja Group - M/s Saryu Properties & Hotels Pvt Ltd. (HO) from July 2020 till date as Senior Accountant.

Core Job Responsibility & Accountability

Accounts Payable

- Operating Tally Prime & Tally ERP
- Maintain all group Bank accounts and bank reconciliation
- Checking Petty cash & voucher and sending approval for monthly petty cash.
- Handling Finance Role (Scheduled for EMI payments for secured and unsecured loan)
- Timely and prompt payment of all statutory contributions, contractor & Vendor Payments.
- Booking purchase bills after proper approval of Management and processing the same.
- Preparation for bank requirements for KYC and others documents.
- Preparation of All Directors data for ITR (Bank Reco of directors' a/c)
- Planning of inter-group fund transfers of long rounds or year-end.
- Timely payment to vendor as per due date and payment cycle.
- Inter branch Reconciliation & ledger scrutiny.
- Co-ordination with Hotel team for various type of reports.
- Assist to Auditors to complete Tax Audit compliances.
- Knowledge of TDS, GST Working.
- Keep tracking of Water Bill & Property Tax bills and scheduled payment accordingly.
- Coordinating with vendor for comparison of rates and queries.
- Keeping track of renewals of Hotel Insurance Policies, Vehicle insurance policies.
- Arranging Office drivers for various location work and keep tracking of Petro cards & sheet.
- Assist with tax audits and tax returns.
- Assist with year-end closing (Finalization)
- Reporting to Director & HOD.

➔ **April 2017 – June 2020 with M/s. Birya's Hoteliers & Consultant Pvt Ltd as Senior Accountant.**

- Operating system of Tally ERP 9 and IDS software.
- Overall Supervision of accounting for running companies. (Sales, Purchase, Receipts, Payment, JV)
- Internal audit of the accounts of big companies and vendors.
- Finalization of accounts at year end.
- Preparation of monthly budgeted outflow.
- Planning of daily with inter - company transfers.
- Follow up for few routine payments & RTGS
- Bank Reconciliation, Cash Fund Flow.
- Preparation all Payment of Companies like Electricity, MCGM, MTNL, Vendors, Employees & Directors Salaries, Directors Expenses etc.
- Timely payment to vendor as per due date and payment cycle.
- Preparation of MIS Reports as required.
- To ensure that contract of all the service provider/vendors are renew timely
- To ensure that the bills of service provider/vendors and statutory bills receive and processed on time.
- Preparation of data for monthly GST & TDS and payment the same.
- Preparation of data for GST Audits.

➔ **Sept 2015 to April 2017 Autobahn Automotive Pvt Ltd. (Volkswagen Mumbai East) Service Centre – Accounts Officer.**

- Checking daily basis reports of Sales, Revenue, MIS, Outstanding, Daily collection & bills Receivable reports, Job Cards of sales.
- Ensures proper entries are made and scrutinizing various ledger reports, passing year-end closure entries etc.
- Bank Reconciliation, Reconciliation of branch accounts, creditors & Principal Company.
- Handling two location VW & Nissan workshop for all accounts activities.
- Checking Tally V/s DMS system for monthly basis.
- Managing payments to all office, field staff, associated, consultants.
- Doing Cash Audit for 6 locations on every month. Prepares various internal and external grant reports as required.
- Co-ordinate with insurance company regarding liability claim. Corporate & insurance outstanding.
- Team handling for two location VW & Nissan Workshop.

➔ **June 2012 to Dec 2014 Aadya Motor Car Company (India) Pvt Ltd. (Audi Navi Mumbai) Sales – Accounts Executive**

JOB PROFILE

- Booking of journal vouchers, bank payment vouchers, cash payment vouchers and check receipt vouchers also preparing vehicle & accessories sales tax & RTO tax invoice, CN, DN
- Preparing vehicle & accessories sale tax invoice, RTO tax invoice, credit note, debit note.
- Handling Petty cash and sending daily cash expenses & cheque collection report to CA & CFO.
- Reconciliation of branch accounts, creditors & Principal Company.
- Ensure timely and accurate vendors and suppliers accounts payable.
- Controlling the daily accounts and finance activities for sales division.
- Spearheading initiatives for submitting MIS reports to management.

➔ **April 2011 to May 2012 Tornado Motors Pvt Ltd. (Volkswagen Mumbai West) Sales – Accounts Executive**

- Maintaining of accounts in computerized environment in Tally ERP 9
- Preparing accessories sales invoice & purchase invoice.
- Daily accounting for receipt & payment entries.
- Sending mail to workshop for the accessories fitting & for showroom stock.
- Co-ordination with workshop for accessories fitments cars.
- Preparing monthly MIS for necessary presentations.

➔ April 2010 to April 2011 Tornado Motors Pvt Ltd. (Volkswagen Mumbai West) Sales – Accounts Assistant.

➔ Nov 2002 to April 2010 Anjay Enterprises – Accounts Assistant.

- Working in Tally 5.4 & 7.2
- Rising purchase orders according to quotation.
- Making payment of vendors & also follow up with companies for outstanding payment.
- Keeping records of stock (Computerised & Manual)
- Doing entries of sales, purchase, and receipt & payment.
- Keeping records of day-to-day bank transaction, bank reconciliation.
- Keeping records of cash & also records of daily vouchers (Computerised & Manual)

SHEETAL D. ADATE.