

SUMAN YADAV

Date of Birth: 18th Feb 1993
Location: Khopoli
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Summary

Exceptionally focused and innovative Account Executive with over 6 years performing stellar customer service and revenue generation record. Adept at explaining complicated advertising concepts and financial data in a clear and accessible manner to colleagues and clients. Effective multitasker able to bring multiple account projects to completion with complete cost-effectiveness and accuracy. Ability to work in deadline circumstances and successfully liaise with various government authorities.

Skills

- A confident, responsible, committed and methodical approach to work.
- Excels in a fast-paced, dynamic environment.
- Maintains high customer retention and satisfaction rates.
- Ability to quickly analyze complex problems and offer solutions.
- Systematic work & professional particular under stress sustaining a cool temperament.
- Quick in grasping & efficient to adapt change in environment.
- Excellent time management and workload management skills.

Experience

Account Executive May 2019 - Till Date
Mahindra Sanyo Special Steel Pvt. Ltd

Assistant Manager Sep 2018 – Apr 2019
Alamiko Solutions Private Limited

Accounts Executive Oct 2017 - Sep 2018
RKAM & Associates

Trainee Oct 2014 – Sep 2017
M/s Prajakta A Vaidya & Company

➤ Accounts Payable

- Quarterly Preparation of Good-in-Transit, Capital and Revenue advances and Creditors Ageing.
- Monthly Foreign Suppliers Unpaid Draft reinstated, passing entry accordingly and Reconciliation of Reinstate/acceptance in foreign currency & Reinstate and SAP entries.
- Monthly WE Doc entry for Import Purchase Order (SAP)
- GRIR Clearing through F.13 and manually for third party (Shipping and container freight station invoice)
- Import Vendor Reconciliation, Balance confirmation and payment verification (Vendor, amount, PO payment Terms, etc.)
- Passing invoice entries for Import Vendors, Logistics, Third Party logistics, Insurance, Customs and DGFT invoicing.

➤ Direct Tax

- Tax Audit, Internal Audit and Statutory Audit of Private Limited Companies.
- Tax Planning, Computation and Filing of Income Tax for different entities.

- TDS calculation, payments and filing of TDS Returns, updating compliance accordingly.
- Preparing replies for notices and attending Scrutiny in Income Tax Department as an Assistant and Preparation of LOWER/ NON-DEDUCTION Application
- Assisting Client in preparation of Financial Statements in accordance with Schedule III.

➤ **Indirect Tax**

- Preparing and Filing of Profession Tax Return, VAT returns and Service Tax returns,
- Application for Registration of New Dealer under Sales Tax, Profession Tax and GST Registration and 3B.
- Maintaining Accounts of Auditing Company Dealing in Chemicals, Dyes.

➤ **Others**

- DSC Application and TAN Application.
- Team leader for evaluation of work through the review process, recommending appropriate corrective measures, drafting of reports.
- DIN Application & Annual Return Filing with ROC.
- Preparing Deeds.
- Reconciliation of Accounts and Bank.
- Preparing and Filing of Form 15CB.
- Hands on Payroll and preparation of Form 16.
- Vendor Creation Form verification by PAN, Bank Details form, GST Certificate, Cancelled Cheque.

Technical Skills

- Well versed with SAP S/4HANA.
- Good Hands-on experience on MS Office Applications/Excel/CRM and Use of Internet.
- Tally ERP9, Spectrum and other accounting packages.
- Trained for MSCIT and Certified course of Basic Computer knowledge.
- Proficiency in grasping new concepts quickly and utilize them in productive manner.
- Abilities in handling multiple priorities with ease.
- Good customer experience and better customer satisfaction.
- Had set the SOP (standard operating procedures) for the company on the basis of the market requirements.

Education

- B. Com - Mumbai University - K.M.C College, Khopoli - Year 2014.
- H.S.C - Maharashtra Board - J.V.J.C Jr. College, Khopoli - Year 2011.
- S.S.C - Maharashtra Board - J.C. Mahindra. Memorial. School, Khopoli - Year 2009.

Declaration

I hereby declare that the above given information is true to the best of my knowledge.

Mrs. Suman Yadav