

PROFILE SUMMARY

12+ years in Accounts and Finance expertise preparing monthly schedules for closure of books of accounts. Ensuring all statutory dues is paid & returns are filed before due date (GST, TDS, EPF, ESIC, PT). Orchestrate month-end close processes, cash flow management, Manage payment runs, and ensure allocation of receipts. Validate Invoices, Credit notes and debit notes of customer and vendor. Manage reporting to external parties in accordance with agreements, ensure transparency and maintain strong stakeholder relationships through accurate and timely financial communication. Verification of Payroll & Statutory payments.

Skills:

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| 1. General Ledger Accounts | 2. Month End Closure and preparing MIS |
| 3. Cash Flow Management | 4. Expense budget forecasting. |
| 5. Payroll process and disbursement along with F&F settlement | 6. Customer and vendor management & reconciliation |
| 7. Account payable and receivable settlement | 8. Fixed assets management |
| 9. Bank reconciliation | 10. Tax compliance – GST, Advance tax |
| 11. Statuary and tax audit compliance | 12. Financial statement audit assistance |
| 13. Accounting software: Tally ERP, Zoho books, Quick books | |

Experience:

Traveazy Technologies Private Limited (Formerly Known as Holzoo Online Networks Pvt. Ltd.) |Assistant Manager - Accounts and Finance |08th November 2013 - current.

Bookkeeping & reconciliation:

- Verify the book entries, invoice, quotation, MOU, agreement and ensure approval from seniors.
- Reconcile cash & bank for all currencies, Reconciling customer and vendor statement ledger fortnightly, monthly and yearly.
- Process vendor payment and receipts before due dates as per aging schedules.

Audit and Compliance:

- Assist with audit books closure and finalizing financials reports in line with accounting and financial guidelines.
- File annual ROC documents like AOC-4, MGT-7 and other filing like DIR-KYC, FLA.
- Reconciling and filing of TDS returns 26Q and 24Q.

Financial reporting and preparation:

- Prepare monthly MIS report, analysis monthly expense vs Projected Annual Expense report.
- Prepare Funds requirement in consultation with department.
- File GSTR1 and GSTR3B return on time and reconciliation with GSTR 9 and 9C.
- Cash flow Report on monthly basis to management.
- Verify Fixed Asset for internal audit and maintaining depreciation Schedule on monthly basis.

Payroll and HR compliance:

- Process monthly payroll and salary disbursement
- Verify and make payment for payroll compliance like EPF, ESIC, PT and TDS.
- Handle income tax related documents, including investment proof and TDS deductions
- Prepare statutory bonus sheet and other HR compliance like MLWF.
- Process employee F&F statement.

Raymond Ltd. [Umbergaon] | Office. Assistant | Nov 2012 to Apr 2013.

- Worked on SAP-based online stock management software.
- Maintained reconcile stock movement record.
- Prepare dispatch paperwork, including packing list, delivery challans and tax invoice in SAP.
- Enter Goods receipt note (GRN) for Inward of yarn.
- Sent Dispatch Details to Vendors.
- Reviewed stock according to vendor requirement.

LL Equipment & Machines Pvt. Ltd. [Umbergaon] | Office. Assistant as a receptionist | Jun 2012 to Nov 2012

- Maintain in & out time of employees. Sending report to all department heads.
- Screen documents, perform administrative task, includes filing and photocopying.
- Manage phone calls, take messages and redirect calls to appropriate offices.
- Receive letters, packages, Couriers, etc. and distribute them by sending emails.
- Controls stock levels for stationery and first aid boxes.

SHRI NIDHI APPAREL [Umbergaon] | Assistant Administrator | Apr 2011 to Jun 2012

- Maintain stock of all the accessories used for garments.
- Prepared and send daily production reports to manager.
- Processed employee salaries as per production.
- Processed vendor payment as per due dates. Respond to queries for information and access relevant files.

A.S. Marketing Pvt. Ltd. [Borivali, Mumbai] | Computer Operator | Nov 2008 to Feb 2009

- Convert data from PDF to word and excel.
- Maintain product stock level.
- Prepare sales report, purchase report.
- Prepare delivery challan, Invoices.

SriniLink. Pvt. Ltd. [Umbergaon] | Account Assistant | Dec 2007 to Oct 2008.

- Managed stock on monthly basis.
- Prepared and sending daily production reports to manager.
- Maintained books in tally.
- Responsible for executing and managing month-end close procedures, ensuring accuracy and timeliness.

ACADEMIC DETAILS:

Kalina, Mumbai University
PGDFM 1st year completed (Year 2011-12)

Dandekar Collage Palghar Mumbai University,
B. Com from Mumbai University. Year (2007-11)

(Asmita Sawant)
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