

CURRICULUM VITAE

Accountant, Office Admin

Shyamshree Vishwakarma

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OBJECTIVE

Intend to build a career with leading Corporate of Hi-tech environment with Committed & dedicated people, which will help to explore myself fully and realize my potential in Finance Sector.

WORK EXPERIENCE

| <u>Name of Company</u> | <u>Location</u> | <u>Designation</u> | <u>From</u> | <u>To</u> | <u>Total No of Year Working</u> |
|-------------------------------|------------------------|---------------------------|--------------------|-----------------------------|--|
| Multiflex Modular Pvt Ltd | Rabale | Account Assistant | Jan 2013 | March 2015 | 2 Years |
| Jennette Group | Belapur | Office Admin | June 2015 | Dec 2019 | 5 Years |
| CA. America & Associates | Vashi | Accountant | Jan 2020 | June 2020 | 6 Month |
| CA. Gundher & Company | Vashi | Accountant | Dec 2020 | April 2024 | 4 Years |
| RCB Bidave Enterprises | Koparkhairane | Jr. Accountant | May 2024 | Current job worked 2025 Feb | |

Roles and Responsibilities

- Make invoices such as journal entry, purchase, sales, contra, journal etc.
- Payment to party
- Make bills reconciliation statement.
- Make Trial Balance, profit & Loss statement of the company
- Make Balance Sheet of the relevant Company
- Resolving client's queries regarding overdue payments
- Quick response to query mails
- Submit need-based data.
- Reconciliation of accounts.
- Regularly update daily work.
- Computation of total income of Individuals and all other assesses.
- Preparation and finalization of Accounts, preparation of Financial Statements.
- Debtors and Creditors balance reconciliation and age-wise analysis of Debtors balances.
- Preparing of Cheques and entry into accounting systems.
- Preparation of Bank Reconciliation Statements and MIS reports.
- GST Registration, Working, Preparation and Return Filing.
- TDS Working, Reconciliation and Return filing.
- Payment Advance Tax, TDS, PF, ESIC, PT
- Petty Cash Handle
- Statutory taxes and work handle like – PF, ESIC, PT, MLWF

Educational Qualifications

- Master of Post-Graduation in commerce in finance from Mumbai University in 2012.
- B. Com from Mumbai University in 2010.

Technical Skills:

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|--------------------|--|
| Packages | MS Office - Excel, Word, PowerPoint And Outlook, AI Tools like Chat GPT, Google Gemini |
| Operating Systems | Microsoft Windows XP, 2007 and Vista |
| Accounting Package | Advance Tally 7.2 And ERP 9, & Advance Tally Prime |

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|-----------------|---------------------------|
| Languages Known | Hindi Marathi And English |
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Key Skills

Keen observer.

Quick learner.

Loyal towards work and duties.

Good communication skills.

Hobbies

Singing

Painting

Internet surfing

Personal Details

Date of Birth: 30-06-1989.

Languages known: English, Hindi, and Marathi.

Address: Navi Mumbai

Date :

Place : Koparkhairane , Navi Mumbai

SHYAMSHREE VISHWAKARMA