

## CURRICULUM VITAE

### **Accountant, Office Admin**

**Shyamshree Vishwakarma**

**Mobile: +91 9335728072**

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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**

<b><u>Name of Company</u></b>	<b><u>Location</u></b>	<b><u>Designation</u></b>	<b><u>From</u></b>	<b><u>To</u></b>	<b><u>Total No of Year Working</u></b>
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:**

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

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**