

Curriculum Vitae

RESHMA AMOL JAGTAP

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Master in Commerce / currently doing MBA IN FINANCE

Carrier Objective: To gain experience in the field of accounting and also utilize my skills, in order to increase productivity of organization and individual growth.

: Skills Sets :

- Thorough knowledge of Accounting
- Strong analytical, problem solving, organizational ability
- Written and communication skills,
- Ability to deal with people diplomatically
- Willingness to learn

: Technical Skills :

- Tally ERP 9
- Knowledge of GST & Vat ledger confirmation
- Making GST , Tds & Tcs return data with online payment & solve the queries
- Bank reconciliation, bank receipt & payment entries , also maintain the record of cheques or PDC 's
- Maintain partywise general ledger with reconciliation of party's ledger statement
- Making debit & credit notes
- Maintain record of inventory , inward and outward
- Making Profit & Loss statement
- Making Bills & Gate Pass, Challan, Purchase Order , Delivery Order,
- TDS Working sheet, Excise Return,

- Handling scrutiny matter of Income Tax & Sales Tax.
- Basic Computer, MS-CIT, MsWord, Ms Excel
- Typing Speed: 30Wpm of English Typing

PROFESSIONAL EXPERIENCE :

A K International – Mulund Feb 23 to July 23

Bank reconciliation

- Payment and receipts & Sales Purchase entry in Tally software
- Data preparation for GST1 ,GSTR2 & GSTR3B
- Making TDS & TCS data & make online payment
- Prepare Vat Ledger Utility
- Record of expenses
- Making debit & credit notes
- Record to report & general accounting activities
- Data integration & maintain data of sales & purchase
- Maintain claim record
- Funds arrangement
- Making Profit & Loss statement
- Maintain day to day transaction entries in Tally

Lubritech Engineering Pvt Ltd , (Castrol oil Co.) Bhiwandi

Feb 22 - till

- Bank reconciliation
- Payment and receipts & Sales Purchase entry in Tally software
- Data preparation for GST1 ,GSTR2 & GSTR3B
- Making TDS & TCS data & make payment
- Prepare Vat Ledger Utility
- Record of expenses
- Making debit & credit notes
- Record to report & general accounting activities
- Data integration & maintain data of sales & purchase
- Maintain claim record
- Funds arrangement
- Making Profit & Loss statement

Western Lube Company. (Castrol oil Co.)Bhiwandi

Jan 21 - till

- Bank reconciliation
- Payment and receipts & Sales Purchase entry in Tally software
- Data preparation for GST1 ,GSTR2 & GSTR3B
- Making TDS & TCS data
- Prepare Vat Ledger Utility

- ☐ Making debit & credit notes
- ☐ Maintain partywise general ledger with reconciliation of party's ledger statement & R to R activities
- ☐ Record of expenses
- ☐ Data integration & maintain data of sales & purchase
- ☐ Maintain claim record
- ☐ Funds arrangement
- ☐ Making Profit & Loss statement

Shree Laxmi Chemical Company, Masjid, Mumbai
Sept 19

Dec'12 –

- ☐ Preparing invoices, Modvat gate pass, Excise return, service tax return
- ☐ Handling Sales Tax and Income tax scrutiny matters
- ☐ Handling VAT audit
 - Bank reconciliation
- ☐ Maintain partywise general ledger with reconciliation of party's ledger statement
- ☐ Payment and receipts entry in Tally software
- ☐ Making debit & credit notes
- ☐ Preparing purchase orders and delivery orders / challan
- ☐ Handling C-form related queries
- ☐ Data preparation for Sales Tax return

CA Firm – S. S. Dhamane and Associates, Thane

June'12- Dec'12

- ☐ Handling service tax return queries
- ☐ Handling TDS return
- ☐ Bank reconciliation
- ☐ Payment and receipts entry in Tally software

EDUCATIONAL QUALIFICATION:-

- Currently doing MBA in finance
- Master in commerce , II
(Mumbai University)
- **Bachelor in Commerce , II class** (Nagpur University)
- **H.S.S.C, I class**

PERSONAL DETAILS:

Date of Birth:- 5th February, 1991.

Marital Status:- Married.

Languages Known:- Marathi, Hindi,

