

Mrs Shrushti R Ranade

3 / 6 N M Joshi Co Op Hsg Soc, Gavanpada , Mulund East 400 081

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Contact Details : 9833918143

Educational Qualification:

- Bachelor of Commerce (Mumbai University) (Taxation & Computer) (April-2007)

Present Employer: -

Company : Jai-Hind Welding & Boiler Repair Works (17 Jan 22 to Till date)

Position : Account Head

Job Profile:

- Sale / Purchase / Journal / Bank / Cash all data updating on Tally prime
- Monthly Compliance working and challan generation and making Payment for: GST, TDS, ESIC, PT (Preparation Data for GSTR 1, GSTR 2, GSTR 3B & GSTR 2A Credit Reconciliation)
- Working on outstanding follow up and make cash flow for expenses
- Creditors Payment, Petty Cash Management Expenses + IOU
- Salary Working (ESIC, PF,PT)
- Debtor / Creditors & Bank Reconciliation.
- Audit + Scrutiny with the help of CA team.
- **Challenging Task : Completed back lock for 2 years data and Helping to generate system for smooth accounting work.**

Company : Amratlal Dhirajlal & Co - CST (1 April 17 To 10 Jan 22)

Position : Accounts Assistant

Job Profile:

- Sale and Purchase Invoice entries.
- Daily Bank Reconciliation in Tally 9
- Book payroll entries (Provision & Payment)
- Regular Debtor & Creditor Ledgers reconciliation.
- Showroom Outstanding report generation monthly and follow up for recovery.
- Showroom Cash & Bank Transactions. (Preparation of Cheques/ NEFT/ RTGS)
- Manage Vendor payments as per funds availability
- GST Computation (GSTR 1 & GSTR 2 & GSTR 3B)
- Office Correspondence & Salary preparation (ASW software).
- Petty Cash, IOU & Voucher management

Company : Hotel Tip Top Plaza - THANE (August 2008 to 5 November 2016)

Position : Accounts & HR Executive

Job Profile:

- Banquet Transactions (Banquet Sales and Invoicing in Tally 9)
- Tracking & Recovering Banquet Outstanding.
- Cash (Banquet + Reception) & Bank Transactions
(Preparation of Cheques, NEFT, RTGS, Cash Receipts and Withdrawal)
- Computing Service Tax for banquet sales & Accounts Scrutiny.
- Sale, Purchase & Expense Voucher Entries in Tally 9.0
- Vendor Payment.
- Daily Bank Reconciliation in Tally 9.
- **Challenging Task : Preparation of Salary, Wages with ESIC, PF & PT (Salary Register - Total 1000 employees)**
- ESIC & PF Correspondence and Forms (P2b Software)
- Handled internal Loan disbursement & Recovery.
- HR Correspondence (Issuing of offer letter, confirmation letter, FNF, Bonus, Increment processing)
- Office Related Correspondence (Letters & Mail)

Company : M/s. Parimiti Builders - THANE (October 2007 to July 2008)

Position : Jr Accounts Assistant

Job Profile:

- Bank Reconciliation & Office Correspondence
- Sale, Purchase Vouchers & Voucher Entries in Tally 7.2
- Handled Cash Transactions & Petty Cash including All Bank Related Transactions
(Preparation Of Cheques, DD And Pay Order, Bank / Cash Receipts And Withdrawal)

Company : M/s. Gokhale & Co. THANE (April 2006 to October 2006)

Position : Jr Accounts Assistant (As a trainee)

Job Profile:

- Sale / Purchase/ Bank /Voucher Entries in Tally 7.2
- Bank Reconciliation & Assistance to Auditing & Book Keeping

Skills: Tally ERP 9, Word, Excel, Typing Speed 30 wpm.

Personal Information:

Date Of Birth :- 6 March 1985
Language Known :- English, Hindi, Marathi.
Total Experience : - 13 yrs.
Domain Experience : - 8 yrs.

Signature:

Mrs. Shrushti R Ranade

Date: 23.08.2023