

POOJA NANDKISHOR CHAVAN

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SUMMARY OF SKILLS

- PROFICIENCY WITH TALLY (ERP9 & Tally Prime) & MS Office
 - EXCELLENT COMMUNICATION SKILLS, QUICK TO ADJUST TO NEW SITUATIONS AND THE ABILITY TO WORK COMFORTABLY UNDER CONSTANT DEADLINE PRESSURE
 - TO IMPLEMENT THE KNOWLEDGE AND SKILLS LEARNT AND DEVELOPED DURING THE PROFESSIONAL EDUCATION IN TAXATION & ACCOUNTS TO THE BEST OF MY ABILITIES WITH DETERMINATION IN MIND AND PERFECTION IN WORK
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CURRENT EXPERIENCE : **ESMITO SOLUTIONS PVT. LTD.**
(FROM DECEMBER' 2020 – TILL DATE)
DESIGNATION : **SENIOR OFFICER ACCOUNTS**
RESPONSIBILITIES :

- ☐ GST:
 - Independently preparing working for Returns - GSTR1, GSTR3B & GST Audit and Submit for uploading at CA office
 - Inputs Tax Credit Reconciliation - Match GSTR2A (Monthly Basis) and GSTR2B (Quarterly Basis) to Minimize differences to maximize set of
 - Tax Ledger-Maintain, review, reconcile tax ledger
 - E-way bill generated as per requirement
 - ☐ Preparing Monthly MIS and Profit & Loss statement
 - ☐ Filing TDS return
 - ☐ Payment of Statutory Dues – GST, TDS, Profession Tax, EPF & ESIC
 - ☐ Debtors (Receivables) & Creditors (Payables) Reconciliation & Prepare Outstanding Report
 - ☐ Vendors Payment & RTGS
 - ☐ Bank Reconciliation Statement
 - ☐ Manage and keep the company's tax database up to date
 - ☐ Assisting in Finalization of Accounts
 - ☐ Control and manage inventory transactions.
 - ☐ Salary Preparation
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PREVIOUS EXPERIENCE : **TRUE FASHION PRIVATE LIMITED**
(FROM JUNE' 2018 – NOVEMBER' 2020)
DESIGNATION : **ACCOUNTS/TAX EXECUTIVE**
RESPONSIBILITIES :

- ☐ Preparing working for GSTR1, GSTR3B & ITC04 for Monthly returns
- ☐ Reconciliation of GSTR2A (Monthly) /2B (Quarterly) with Books
- ☐ TDS payment & Filing Return as per periodicity

- ❑ GST Annual Audit preparation for the assessment year
 - ❑ Assisting in Finalization of Accounts
 - ❑ Preparation of Monthly Salary
 - ❑ Bank Reconciliation Statement
 - ❑ An experience of supervise a small team to manage team, distributed & review the work, help to understand accounting queries.
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PREVIOUS EXPERIENCE : **SHREE BALAJEE LANDMARK HOTELS PRIVATE LIMITED**
(FROM FEBRUARY' 2015 TO JUNE' 2018)

DESIGNATION : **SENIOR ACCOUNTANT**

RESPONSIBILITIES :

- ❑ Preparing working for GSTR1, GSTR3B for Monthly returns
 - ❑ Reconciliation of GSTR2A (Monthly)
 - ❑ Payment of Statutory dues-TDS, VAT, Professional Tax, PF & ESIC
 - ❑ Filing TDS return
 - ❑ VAT Audit working
 - ❑ Handling Petty Cash
 - ❑ Form 16 and 16A preparation
 - ❑ Preparation of Monthly Salary in payroll & intimating to bank for payments
 - ❑ Debtors (Receivables) & Creditors (Payables) Reconciliation & Prepare Outstanding Report
 - ❑ Bank Reconciliation Statement
 - ❑ Fill up the forms of permanent employees for ESIC & PF benefit
 - ❑ Assisting in Finalization of Accounts
 - ❑ Regular reporting to Chartered Accountant
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PREVIOUS EXPERIENCE : **PRINT PLUS PRIVATE LIMITED**
(FROM MAY' 2009 TO FEBRUARY' 2015)

DESIGNATION : **ACCOUNT EXECUTIVE**

RESPONSIBILITIES :

- ❑ Payment of Statutory dues – TDS, Sales Tax, Service Tax, Professional Tax
 - ❑ Filing e-TDS Return
 - ❑ Vat Audit working
 - ❑ Physical stock preparation
 - ❑ Preparing Sale Invoices, Challans
 - ❑ Entries in tally – Sales, Purchase, Stocks & day to day accounting entries
 - ❑ Preparing cheques, RTGS, vouchers & Preparing Petty Cash
 - ❑ Bank Reconciliation Statement
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EUDUCATIONAL QUALIFICATION:

BACHELOR OF ARTS (ECONOMICS) (MARCH-2007)

EDUCATIONAL CREDENTIALS:

- POST GRADUATION DIPLOMA IN E-BUSINESS FROM WELINGKAR INSTITUTE OF MANAGEMENT (2010-2012)
 - DIPLOMA IN HUMAN RESOURCE MANAGEMENT FROM WELINGKAR INSTITUTE OF MANAGEMENT (2009-2010)
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DATE OF BIRTH : 14th JANUARY, 1987
HOBBIES : READING BOOKS, LISTENING MUSIC & SURFING INTERNET
LANGUAGES KNOWN : ENGLISH, HINDI, AND MARATHI.

CURRENT SALARY : CTC RS. 5.04 LAKHS

EXPECTED SALARY : NEGOTIABLE (ATLEAST 10% TO 15% HIKE)

MINIMUM JOINING PERIOD : 10 DAYS

[POOJA CHAVAN]