

SHWETA RAHUL KUNDALKAR

Rameshwar Housing Society, RH-75,
Shahunagar, Chinchwad – 411 019.

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Objective:

“I wish to work for a challenging role to prove my efficiency. Also interested in learning new concepts and sharpen my knowledge. The ultimate ambition is to learn and grow with organization”.

Summary:

- A result-oriented professional with experience of more than 5 years in Accounts, Finance and Taxation handles all the work independently.
- Accounting of Proprietorship Firm, Partnership Firm, Pvt. Ltd. Company and Limited Companies on Tally ERP 9.2, Closing of Accounts/Journal Entries.
- Finalization of Accounts, Profit and Loss Account, Balance Sheet.
- Working of TDS Return & E- Filing the Return.
- Working of Sales Tax VAT Return and E- Filing of the Return. Attending Sales tax matters.
- Working of Service Tax Return and E-filing of the Return.
- Working of P.T. Return and E-filing the Return.
- Working of goods and service tax for payment and return files.
- Accounting system for day to day operation, Finalization Accounts.

Employment History:

A) Professional services of Accounting, Audit, Finalization of Accounts etc. of Co-Op. Societies (Housing and commercial societies):

Period: November- 2020 to present

Role & Responsibilities:-

- Maintain accounting books of Societies as :
 - Day to day Bank payment accounting.
 - Day to day Cash payment accounting.
 - TDS Return details working, payment of the same and Return Filing Bank Reconciliation.
 - Bills preparation of society members (Commercial society).
 - Accounting of Bills, Payment received.
 - Maintain outstanding statement of society members
 - Finalization of Accounts, Balance Sheet, Filing of IT Returns.

B) Thermotech Engineering & Services Pvt. Ltd: *December -2018 to Oct 2020.*

Working presently with this Company, having their Business of design, manufacturing and supply of various process equipment's like reactors, agitators, special equipment's with mass transfer & heat transfer design and shell & tube heat exchangers. They are working with reputed consultants like AKPG, UHDE, MECON, DUREL, DCL, BAX-COUNCEL, CHEMPRO, TDC, ONGC, BARC, HPCL, DALAL-MOTS etc.

Also they have executed many jobs for mixer supply & exported to multinationals like Unilever, Colgate, Unique, VLCC, Wonder, Anchor & many more turnkey plant supply exported to Tanzania.

Designation: - Accounts Executive

Role & Responsibilities:-

- Account maintaining – Independently.
- Working the details of GST, TDS for file the Return and E-Filing of all Return.
- Handling of Cash and Accounting of Cash on Tally.
- Handling net banking online payment of parties GST, TDS, Salaries and Office Expenses and other.
- Maintain Sales & Purchases Register, Expenses and up to finalization.

B) Karm & Co (C.A. Firm).June.2017– November -2018

Worked with this C A Firm. They are Professional Consultants and provides the services of Audit, Taxation Corporate Laws & Compliance, Project Consultancy & Finance and Merger & Amalgamation and on site ATM and vault Audit.

Designation: - Senior Accountant -Taxation

Role & Responsibilities:-

- GST Details working & Filing of the Return, Resolving errors through online, Submit online and offline letter of Undertakings/ Form.
- Independently working the details of TDS, Profession Tax & Service Tax, and Self-Assessment Tax payment making online payment of the same Filing of the Return.
- Verification/ accounting vouchers/ documents for finalization of Accounts. / Preparation of Balance Sheet and Filing of Return.
- Sales Tax scrutiny matters handling individually.
- VAT Return, C Form & F Form filing, Co- ordination with parties for C Forms & submission of the same to sales Tax department.

C) Kamala Engineering Diamonds Pvt. Ltd. *from January-2016 to May 2017*

Worked with the Company having business of manufacture Diamond tools for the major Indian Automobile and bearing industries.

Designation: - Accounts Executive

Role & Responsibilities:-

- Account Maintaining –Independently.
- VAT return, C Form & F Form filing, Co- ordination with parties for C Forms & submission of the same to sales Tax department.
- Working the details of VAT, TDS. Filing of E File Returns.
- Handling of Cash/ Petty cash.
- Maintain Sales & Purchases Register, Expenses and up to finalization.
- Scrutiny handling Private Co. and Partnership Co. by sales tax office.

D) Hans Maritime Services Pvt. Ltd. *from May-2014 to January 2016*

Worked with the Company having their Business of Cargo handling, incidental to water transport, Handling of cargo, incidental to water transport, Services incidental to water transport, handling of cargo, Services incidental to water transport, shipping clearance services, Shipping clearance services, incidental to water transport.

Designation: - Accountant**Role & Responsibilities:-**

- Account Maintaining –Independently.
- Handling Net banking online payment of parties, TDS, Salaries and Office Expenses and other.
- Independently working the details of TDS, Profession Tax & Service Tax, making online payment of the same Filing of the Return.
- Prepare TDS Certificate and issue the same to Contractors.
- Maintain Sales & Purchases Register, Expenses and up to finalization.
- Verification of vouchers for Accounting up to finalization and filing Returns.
- Scrutiny matters handling of Private Co. and Partnership Co. at sales tax office.
- Cash and Expenses voucher checking/verification.

Education Qualifications:-

GDCA: Passed the exam of Government Diploma in Co-operation and Accounting of Maharashtra state (2018)

PGDM–Finance: First class (64.00%)

From V.E.S Institute of Management Studies & Research, Chembur, VESIMSR MUMBAI (AICTE Approved) (2014).

Post-Graduation: M.Com Pass class (44.00%)

From Modern College of Arts, Science and Commerce, Vashi, Mumbai (2013).

Graduation: B.Com Second class (46.00%)

From ICLE'S College of Arts, Science and Commerce, Vashi, Mumbai (2011).

H.S.C: Second Class (57.00%)

From ICLE'S College of Arts, Science and Commerce, Vashi, Mumbai (2008).

S.S.C: Second Class (55.00%)

From Vidya Bhavan High School, Nerul, Mumbai (2006).

Curricular Project:

- 1) **Project Title:-**“Abhyudaya Co- Op. Bank Ltd, Vashi Navi Mumbai (*May-2013 to June 2013*).”

Description: Report on Treasury management on money Market.

Role: Summer Internship.

- 2) Knowledge of SOX, DUPONT ANALYSIS, EVA, MVA, GREEK OPTIONS, Derivative , SAPM & Commodity
- 3) Participation in project as making our world a little better

Extra Qualifications:

- MS -CIT passed in October 2006 with 65%.
- Tally passed in July 2009 with first Class from Anubhav Computer Institute, Chembur.

Personal Detail:

Date of Birth : 10-12-1990
Sex : Female.
Marital Status : Married.
Language Known : English, Hindi and Marathi.

Hobbies:

- Travelling visiting other area is seen as a valuable life experience. It shows that you have an appreciation for other cultures and it helps you broaden your horizons.
- Listening Music
- Internet Surfing

I hereby declare that the information provided above is true and to the best of my knowledge.

SHWETA RAHUL KUNDALKAR