

Mrs. SWATI U. JAGTAP

Cell:+91-7038568703

E-mail: swatij2606@gmail.com

Professional summary

Focused adept at streamlining accounting department procedures by eliminating unnecessary payment tracking systems, accounting clerk skilled in problem solving and maintaining accuracy, possesses an insatiable drive to achieve and exceed goals.

Work Experience

- Worked at Shivam Cartons Pvt. Ltd. as a Finance Executive from June 2011 to Jan 2014.
- Worked at Silicon E Solution, Kares Engineering Projects Pvt. Ltd. as Accounts Executive from June 2017 to Jan 2020.
- Working With Gensys Technologies Pvt Ltd as Accounts Executive from Feb 2020.

Responsibilities Handled

- Performing Cash Reconciliation, Bank Reconciliation.
- Composed effective accounting reports summarizing accounts payable data.
- Created daily & weakly cash report for accounting management.
- Reconciled vender statements & handled payments complaints or discrepancies.
- Reviewed all expenses reports for accuracy and proper expense disclosure
- Supervised invoice processing, purchase order, expenses report, credit memos and payment transaction.
- Field and addressed employee complaints accordance with company policies and government registration.
- Balanced monthly general ledger accounts to accurately record cost and month end accruals
- Composed effective accounting reports summarizing accounts payable data.
- Worked on TDS, GST, and Service Tax.
- Working on GST.
- Coordination with CA for Balance Sheet Finalization.
- Online payments of GST, Advance Tax , TDS And all Parties.

- Processing all types of purchase and expenses bill for payments, day to day bank transactions.

Personal Qualities

- Ability to work independently both with minimal supervision as well as in a team.
- Flexible and adaptive.
- Achievement Quick decision making.
- Leadership
- Planning
- Positive thinking
- Expertise in invoice and payment transaction.
- Accounts payable specialist.

Computer skills:

- MS-CIT
- MS-OFFICE 2013.
- Tally ERP 9

Education:

- M.B.A. (Finance) from University of Pune with 58.57% in 2011.
- B.Com (Bachelor of Commerce) with 64% from University of Pune in April 2007.
- H.S.C. (Science) with 47% from Maharashtra Board in March 2004.
- S.S.C. with 69% from Maharashtra Board in March 2002.

Personal Details:

- Date of Birth : 26th June 1986.
- Sex : Female
- Citizenship : Indian
- Languages : English, Hindi, Marathi.
- Status :Married
- Address : Kanchan Baug,Flat no.301.Bavdhan Kurd.Near L.M.D.Chowk. Pune-21.

I hereby declare that the above information is correct.

Declaration:

I am keen to continue my career and prepared to work hard in order to achieve my organization objectives and I hereby declared that the information furnished above is true to the best of my knowledge.

Place: Pune

Date: