

Ms. Amruta K. Jalvi



About Me



+91 9768304749



jalviamruta@gmail.com



December 28, 1997



Khar (E), Mumbai-400 051.



Objective

Masters in Accounting. Highly detail-oriented individual, eager to contribute towards the building of a strong finance team. Skilled at finalizing Balance Sheets. Knowledge and understanding of various Accounting and Finance tools.



Experience

1. Team Lead - Finance & Accounting Ops- BK Accountants

Corient Business Solutions Pvt. Ltd (Currently Working)

- Managing team of 13 members and monitoring job/tasks to ensure their progress.
- Review of day to day work planning with Team members, allocation of work, any urgent job request from clients,
- Focusing to meet client's deadlines/expectations.
- Monitoring daily Status/Time sheets report of team member to advise him/her for future growth.
- Resource planning on Monthly basis (in case new client onboarding).
- Meeting growth target as per KRA.
- Conducting daily/weekly/monthly team meetings, 1:1, and Skip Level meetings to address team members' issues/concerns.
- Encouraging & motivates team to achieve their targets by nominating team members for R&R, conducting fun activities for the team.
- Preparing and submitting weekly team overview/progress report to the management.
- Mentoring team members and ensuring that necessary steps are taken to ensure that they scale up in their performance.
- Suggesting and implementing process improvements to improve TAT, quality & efficiency.
- Ensuring all compliance are followed by him/her along with entire team.

2. Analyst - Finance & Accounting Ops- BK Accountants

Corient Business Solutions Pvt. Ltd (From June 2022 to November 2022)

- Processing Invoice in DEXT, XERO and Quick Book.
- Bank Reconciliation in XERO & Preparing Query Sheet for client responses.
- Aged Payables/Receivables Reconciliation.
- Handling/ Solving client's query mails.

3. Account Executive (From April 2021 to May 2022)

Nikunj J Shah & Associates

- Preparing data for GST Return & GST Return Filing.
- Preparing data for TDS Payment & TDS Return Filing.
- Accounting & computation of Income Tax for Individuals.
- Accounts finalization of Company/Individuals.
- GST Registration/amendment.
- GST refund working
- PTRC Return working & Return Filing.

4. Account Assistant (2 Years)

M/s Shree Krishna Enterprise

- Maintaining and update purchase and sales register by entering invoices.
- Handling accounts payables and receivables, handling cash expenses.
- Making online Payments by RTGS/NEFT, Bank Reconciliation.
- Preparing data for TDS return, monthly TDS Payment.
- Bank Reconciliation.

5. Account Executive (10 Months) M/s

Mikron Engineers – Mumbai

- Making the Purchase order & Proforma Invoice and taking follow up for dispatch of material
- Maintaining and update purchase and sales register by entering invoices.
- Handling accounts payables and receivables, handling Petty Cash.
- Coordinating with CA for Taxation purpose (GST, TDS, etc.).
- Bank Reconciliation, Debtors/Creditors Ledger Reconciliation.
- Taking follow up from customers for payments.



Projects

- ☐ Study of Credit appraisal method of State Bank of India
- ☐ Comparative study of HDFC Standard Life Insurance Company Ltd. and ICICI Prudential Life Insurance Company Ltd.



Education

Master of Commerce (Accounts)

Institute of Distance and Open Learning,
University of Mumbai

Nov-2020

Passed with First Class

B. Com (Banking and Insurance)

M. L. Dahanukar College of Commerce
Vile Parle (East)

Jul-2018

Passed with 63.50%

HSC

Anuyog Vidyalaya, Khar East
Maharashtra State Board of Secondary and Higher
Secondary
Mumbai

Feb-2015

Passed with 78.46%

SSC

Anuyog Vidyalaya, Khar East
Maharashtra State Board of Secondary and Higher
Secondary
Mumbai

Mar-2013

Passed with 73.80%



Computer Proficiency

- XERO
- Quick-Book (online)
- Tally-ERP 9
- Advance Excel
- MS-CIT



Languages

- English
- Marathi
- Hindi



Personal Interests

- Cooking
- Travelling
- Surfing on Web



Personal Details

Father's Name	: Mr. Kiran Jalvi	Mother's Name	: Mrs. Varsha Jalvi
Birthday	: 28th December, 1997	Marital Status	: Single
Gender	: Female	Nationality	: Indian

Declaration: I, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Amruta K. Jalvi.