

DEEPALI R. R. BANDRE

Email id: deepalibandre90@gmail.com

Career Objective:

I Seek a challenging assignment in organization that will utilize my knowledge and experience. My aim is to contribute to the objective of the organization and to grow with it. Having an experience in the fields of competition i can be sure of my commitments towards the company which will Endeavour far most in achieving goals.

Strength:

- Positive attitude, Hardworking and ability to work under pressure
- Ability to reach goals.
- Highly committed and involved in any assignment that i take up.
- Can adapt to situation fast and willing to accept challenges.

Work Experience:

GYM SOLUTIONS INDIA PVT. LTD.

Designation : Account Executive

Duration : 10th June 2019 to Till Date

Roles & Responsibility:

- sound knowledge of SAP-FICO
- Look after daily accounting activity
- able to scrutinize General Ledgers,
Handling Purchase, Sales Bill Booking, Receivables & Payables and related communications.
- Knowledge of Bank Reconciliation.
- Cash / Petty Cash Transaction day to day activity.
- GST Working & Monthly Return Filing
- TDS & ESIC Working
- Manage Audit activity
- Working MIS Report.

S. R. KANOTRA ASSOCIATES [MARINE LINES-EAST]

Designation : Accountant

Duration : Feb 2019 to May 2019

Roles & Responsibility:

- sound knowledge of Tally-ERP
- Bank & Vendor Reconciliation
- Handling Purchase, Sales, Utility Bill Booking, Receivables & Payables

- GST Working
- Cash/ Petty Cash Transaction weekly activity

MLA GROUP OF COMPANIES [ANDHERI WEST]

Designation : Accountant cum office Assistant

Duration : Oct 2016 to Jan 2019

Roles & Responsibility:

- **sound knowledge of Tally-ERP**
- Bank & Vendor Reconciliation
- Making Purchase, Sales Order
- Handling Purchase, Sales, Utility Bill Booking,
- Handling Receivables & Payables A/c
- GST Working
- TDS Working
- Making Online Payment of GST , TDS
- Cash/ Petty Cash Transaction weekly activity

J. R. FIBREGLASS INDUSTRIES PVT. LTD. [GOREGAON EAST]

Designation : Accountant cum office Assistant [Sales Department]

Duration : Feb 2012 to Aug 2016

Roles & Responsibility:

- **sound knowledge of Tally-ERP**
- Handling Incoming Calls.
- Bank & Vendor Reconciliation
- Making Sales Order
- Sales Bill & Receipt entry booking
- Cash/ Petty Cash Transaction
- Payment and "C" Form follow-up
- Handle Export Sales Documentation
- Prepare Salary with Return Filing PF, ESIC, PT, MLWF
- preparing service Tax working
- filing documentation

Academic Record:

- B.Com from Kalinga University.
- HSC from Maharashtra Board
- SSC from Maharashtra Board

I.T Skill:

- Windows, MS-Office [Word, Excel]
- Outlook Express, Internet Survey
- Skills ERP package Tally 9.0
- Skills SAP FICO

Personal Details:

Name: Ms. Deepali R. R. Bandre.
Father's Name: Mr. Raju P. Bandre
Mother's Name: Mrs. Rajeshree R. Bandre
Date of Birth: 18/10/1990
Marital Status: Single
Address: 2/1, Shree Ganesh Krupa Sadan Chwall
Meghwadi, Near Meghnath Mandir,
Jogeshwari East Mumbai 400060.
Mobile Number: 9029324270
Lingual Dexterity: Hindi, Marathi
Nationality: Indian
Hobbie: Listening Music, Travelling,

Declaration:

I hereby declare that all the information stated above is true to my knowledge and belief.

Place: Mumbai

Date: -----

Deepali Bandre