

## **RUPALI PARAS SHAH**

E/403, Sun Nidhi Apartment,  
Near SBI Bank,  
Behind Fire Brigade,  
Agarwal Naka, Nallasopara East.  
Mobile No: 7977285343  
Email Id: rupalipal1990@gmail.com

### **Experience Responsibility**

#### **SHREE BALAJI METAL INDUSTRIES (NANONINE) (MANUFACTURING INDUSTRY)**

WORKING AS Sr. ACCOUNTANT FROM 20<sup>TH</sup> Dec 2021 to Till Date

- Checking Day to day data entries. Giving proper guidance to data entry department.
- Checking salary / advance / Loan and transferring to each employees account maintain records
- Preparing summary of TDS/ TCS and return filing
- Preparation GSTR 1
- Late payment interest calculation
- Sales return / stock cross verifying
- Helping CA to solve accounting query
- PT return filling
- Preparing Summary of 3 B for return filing

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#### **COLDWELD ENGINEERS PVT LTD (MANUFACTURING INDUSTRY)**

WORKING AS ACCOUNT EXECUTIVE FROM 14<sup>TH</sup> Sept 2015 to 18<sup>th</sup> Jul 2021

- Maintain day to day accounting activities.
- GST Returns Preparations.
- Helping our manager for preparation of GST Returns Filling – Monthly basis GSTR1, GSTR3B & Annual Fillings.
- GSTR 2A Monthly Reconcile with Input Tax Credit Ledger.
- Monthly Ledgers Scrutiny
- Monitor bank statements, bank reconciliation on a timely basis.
- TDS Payments as well as filing monthly & quarterly.
- AR (Account Receivable) & AP (Account Payable) monthly review with HOD & Management.
- Reconciliation of Vendors & Debtors as per purchase/sales order

- Checking all data entries Daily/Weekly Basis.
- Review & Helping staff to follow proper procedures for invoices clearance before Entering in system as well while making URGENT payment.
- HDFC Enet (Online payment portal) making vendor's payment.
- HDFC Enet (Online payment portal) making monthly Salary Payments.
- Quarterly Advance Tax calculations & Payments for the same.
- Handling Daily petty cash & providing CASH/BANK daily reports to HOD & Management on daily basis.
- Contributes to management control by implement control and maintaining the

Company's accounting policy and getting the records audited as per Company & Statutory requirement.

- Preparation & Submission of stock statement to Bankers as company operating CC Account – on monthly Basis
- Handling Banking & Finance related query
- Provide support in Audit, periodic closure of books and generate accurate financial reports.
- Internal audit – before submitting details to final auditor.
- Prepare & provides various required schedules for audits.
- Year Ending activities – Provision for Taxation, Provisions or Exp, Working of Prepaid Expenses, All Company related provisions to be passed for the Financial Year.

**AJAY DECORATIVE LAMINATES PVT LTD** (MANUFACTURING INDUSTRY)  
ADMINISTRATIVE EXECUTIVE 1<sup>ST</sup> DECEMBER 2012 TO 31<sup>ST</sup> AUGUST 2015

### **WORKING EXPERIENCE:-**

- Maintain Account ( Sales invoice, Purchase
- Entries, Journal entries , petty cash, Voucher, Challan)
- Day by day planning & Reporting work, job card, work order, order confirmation, Quotation, Purchase Order.
- Maintain Stock every month in Excel Sheet.
- Excise related work (RG 1, RG 23, Cenvat Credit) maintain in excel sheet.
- Export Documentation ( ARE 1, Packing list & Annexure, Excise invoice , Tax Invoice etc )
- Work on webmail
- Preparing & distributing salary every month.
- Prepares the Profit and Loss and Balance Sheet as per Audit & Company requirements.
- Monthly department wise & product wise OPERATING profit and loss preparation

## Education Qualification

Examination	Year of Passing	Specialized	University/Board
TYB Com	2010-11	Bachelor of Commerce	Mumbai University
HSC	2007-08	Higher Secondary Certificate (Commerce)	Mumbai University
SSC	2005-06	Secondary School Certificate	Mumbai University

## Computer Knowledge

✚ Basic MS Office: MS Word, Excel, Power point, Outlook Windows 2007

✚ Extra Computer Skills: Tally ERP 9, DOS Windows, Internet, Web.

## Personal Details

- Date of Birth : September 19, 1989
- Sex : Female
- Marital Status : Married
- Linguistic Abilities : English, Hindi, Gujarati & Marathi
- Hobbies & Interests : Reading, Traveling, Dancing , Listening Songs.

## Declaration

I HEREBY DECLARE THAT THE INFORMATION GIVEN ABOVE IS TRUE AND BEST OF MY KNOWLEDGE.

DATE .....

PLACE .....

(Rupali Paras Shah)