



VEENA PALEKAR

DOB: 29.05.1995



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Jogeshwari (East)
Mumbai – 400 060



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SKILLS

- Financial Reporting
- Planning & Budgeting
- Accounting & Taxation
- Cash Management
- Team Handling
- Problem Solving
- Adaptability

CERTIFICATION

- Basic knowledge of
Computer (MS-CIT)
- Accounting Diploma in
Excel
- Tally ERP 9

CURRICULUM VITAE

PROFILE

Seasoned and successful accountant and tax executive with over 7+ years of experience in this field.

PROFESSIONAL EXPERIENCE

PRABHAT WIRES LLP (Distributor of Polycab India Limited)

December'2019 - Present

Senior Financial Accountant & operational Associate

- Proficient in handling all accounting operations, with a track record of managing accounts with annual sales exceeding \$2,000 million.
- Diligently monitor client accounts, analyzing monthly, quarterly, and annual transactions to ensure accuracy and compliance.
- Effectively Utilized advanced software and accounting tools to streamline processes, enhance efficiency, and ensure accurate financial reporting.
- Review the business structures to identify areas in the need of improvement.
- Supervise and mentor junior accounting staff, providing guidance and support to improve and efficiency in financial and management procedures.
- Proficient in various tax matters, such as:
 - Computation and finalisation of company's accounts
 - Professionally prepared and finalized various types of returns, including TDS, TCS, Salary, PTRC, GSTR 1, GSTR 3B, GSTR 9, and 9C, ensuring accuracy and compliance with regulatory guidelines.
 - Meticulously reconcile GSTR 2A reports with financial records.
 - Skilfully prepare essential documents for the Income and Sales department.
- Execute timely making of statutory and vendor payments through Internet banking.
- Experienced in effectively preparing LC (Letter of Credit) documents
- Proactively manage and monitor balances across all bank accounts, diligently tracking funds.
- Proficient in handling various operations related to bank loan facilities
- Assisting in carrying out the company's internal and external audit services and providing all the supporting documents and reports necessary to carry out the audit smoothly.

Tirupati Apparel

May'2018 – November'2019

Senior Accountant

- Assigned entries to the appropriate accounts, investigated, and reconciled discrepancies as they occurred, and made necessary modifications.
- Coordinated with the customers and the sales team to handle inward receipts and followed-up with the sales team regarding overdue and non-receipt receivable.
- Managed Inventory effectively.
- Verified all tax invoices in accordance with GST requirements, included HSN/SAC code, GST rate, GST breakup, GST number
- Conducted Monthly scrutiny of all ledgers.
- Addressed vendor queries promptly and efficiently.
- Generated monthly age-wise report of debtors and creditors to the management review.
- Ensured timely Prepared of all statutory dues.

LANGUAGES

English ■ ■ ■ ■ ■ □

Hindi ■ ■ ■ ■ ■ □

Marathi ■ ■ ■ ■ ■ □

HOBBIES AND INTEREST

- Listening Music
- Travelling

D D & Associate (Chartered Accountants)

August 2015 – April 2018

Senior Accountant & Tax Executive

- Handled client accounting tasks such as day-to-day entries, receipts and payments, journals, purchases and sales, debit notes and credit notes, provisions, bank reconciliation, petty cash, provisions and adjustments, and so on.
- Finalised and Filed income tax return (ITR) of Individuals / Proprietorship Accounts, AOP, Trusts, Companies, Firms & Cooperative Societies, etc.
- Worked on internal audits, statutory audits, and other audits.
- Worked on concurrent and internal audits of banks such as Greater Bombay Co-Operative Bank Ltd., S.V.C. Bank, and Vasai Vikas Co-Operative Bank Ltd.
- Worked on the stock audit of Saraswat Co-Operative Bank Ltd., Vasai Vikas Co-Op Bank Ltd., and NKGSB Bank.
- Filed TDS, GST, VAT, and service tax returns.

ACADEMICS

MBA - Masters in Financial Management (Mumbai)

May'2021

Jamnalal Bajaj Institute of Management Studies (First Class)

Master of Commerce (Mumbai)

September'2018

University of Mumbai (Second Class)

Bachelor of Commerce (Mumbai)

July'2015

Lord's Universal College (First Class)

Higher Secondary School Certificate (H.S.C) (Mumbai)

May'2012

L. J. N. J Women's College (Second Class)

Secondary School Certificate (S.S.C) (Mumbai)

June'2010

Madhavrao Bhagvat High School (First Class)

DECLARATION

I hereby declare that all the above mentioned details are true and correct to the best of my knowledge.

Date :

Veena Gopal Palekar

Place: Mumbai