

# Resume

## Mrs. Suvarna Yadav.

M.Com, ACMA

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### Objective

To engage in a career that will allow for progress in terms of expertise, socio-economic development, and innovation through exposure to new ideas for professional growth, as well as the growth of the company.

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### Professional Qualification

Qualified CMA from Institute of Cost Accountant of India in June 2010.

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### Education Qualification

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Exam pass & year	College	Board/ University	Percentage
M.com (2007-08)	-	Mumbai University	58.25%
B.com (2005-06)	V.E.S's College	Mumbai University	73.23%
H.S.C.(2002-03)	Dyan Sarita College	Maharashtra State Board	68.88%
S.S.C (2000-01)	Shreenagar Vidya Mandir	Maharashtra State Board	65.66%

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### Working Experience :-

#### Jr. Accounts Officer – Sinhgad Technical Education Society – SKNMC & GH

August 2015 – October 2015

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#### Jr. Accounts Officer – Sinhgad Technical Education Society - SCOE.

August 2015 – June 2019

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#### Job Description:

- Daily Accounting Work
  - Salary - Paywiz Software
  - Monthly Fee Receivable Report
  - TDS Payment & Return
  - Bill Booking, Payment to Creditors
  - Advance Payment & Settlement
  - Other routine work in accounts department
- Fee Structure
- Fee Reconciliation
- Bank Reconciliation
- Budget
- Balancesheet
- Finalisation of Fee with FRA

## Senior Consultant – Joshi Apte & Associates.

July 2012 – September 2014

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### Job Description:

- Cost Audit
- Pricing related working
- Internal Audit
- Service tax basic working

## Cost Auditor (Trainee) - N.I.Mehta & Co.

December 2010 – December 2011

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### Job Description:

#### 🕒 Record Maintenance

- Allocation, Apportionment & Absorption of Overheads & Expenses as per costing methodology to various cost centers.
- Preparation of Cost Sheets.
- Preparation of Annexure to the Cost Audit Report.
- Reconciliation between Costing Profit and Financial Profit.

#### 🕒 Cost Audit

- Verification & checking of cost records maintained by the company u/s 209(1) (d) as per Company Act 1956.
- Comparison of current and previous year cost per unit, find out reasons for variation arrived.
- Preparation of Cost Audit Report
- E-Filing of the Annexure and Observation of Cost Audit Report in Form 1.

#### 🕒 Internal Audit

- Verification of production records
- Verification of Sales Records.
- Consumption of Raw Material.
- Debtors and Creditors Analysis.
- Verification of Statutory Payments.
- Checking of Bank Reconciliation Statements.
- Cash verification.
- Physical verification of Inventory

#### 🕒 Certification of Captive consumption as per CAS 4

## **Audit Assistant & Accountant - D.K.Garg & Co. (C.A. Firm)**

July 2010 – November 2010

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### **Job Description:**

- Verification sales book and purchase book.
- Checking cash book and pass book
- Physical verification of assets.
- Vouching debit note and credit note
- Checking ledgers and journal of various accounts.
- VAT Calculation
- Preparation of Audit Report

## **Accountant – Ganpati Logistics (Clearing & Forwarding Agent)**

July 2009 to December 2009

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### **Job Description:**

- Daily Accounting work
- Follow up with debtors
- Passing accounting entries in Tally
- Bank Reconciliation

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## **Personal Information**

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- Date of Birth : 02<sup>nd</sup> June 1985
- Marital Status : Married
- Gender : Female
- Address : A3, 704, Suryanagari Phase I, Anand Nagar, Suncity Road, Opposite Saraswat Bank, Vadgaon Bk. Pune

**Date:**

**Place:** Pune

**Signature**

**Suvarna U. Yadav**