

CURRICULUM VITAE

Vrudhi Vaibhav Karekar

304, Bandhuprem Society,
Above Bank of Maharashtra,
Kalwa Naka, Kalwa (W),
Thane. 400605.

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Personal Details:

Date of Birth : 6th June 1991
Gender : Female
Marital Status : Married
Languages Known : English, Hindi & Marathi
Hobbies : Drawing.

Educational Qualification

Course	Board/ University	Year	Grade
PGDM	Welingkar	2022	Pursuing
M.com	Mumbai	2013	II
B.com	Mumbai	2011	II
HSC	Maharashtra	2008	II
SSC	Maharashtra	2006	II

Other Qualification : Basic Computer knowledge, MS-CIT, Tally (ERP 9.0)

Work Experience

Gits Food Products Pvt. Ltd (BKC) As Account Executive (Dec 21 to till date)

Job Responsibilities:

- Daily Cash Flow making & reporting to directors
- Fund Management
- Making Outward Remittance Process & co coordinating with bank
- Tracking Inward Remittance & coordinating with bank.
- Export Outstanding Report
- Inward & Outward Entries in System.
- Daily bank Reconciliation
- TDS Payments.
- Ledger Reconciliation
- GSTR1 Calculation

Satol Chemicals. Borivali (W) (Nov 17 to Dec 21)

Job Responsibilities:

- Handling Purchase details in Tally.
- Preparing Debit note & Credit Note.
- Ledger Reconciliation.
- Bank Reconciliation
- Handling Debtors, creditors
- Preparing Creditor List in Excel
- TDS Working & Payment
- TDS Return data Preparation
- GST1 preparation, GSTR 3B Calculation & Payment.

(Jewelsouck). Santacruz (Jan 16 to Oct 17)

Job Responsibilities:

- Handling Sales, Purchase details in Tally & Orior
- Preparing Debit note & Credit Note.
- Ledger Reconciliation.
- Bank Reconciliation
- Handling Debtors, creditors
- TDS Working

Stratcons India Pvt. Ltd. Malad (W) (Jun 2013 to Aug 2015)

Job Responsibilities:

- Verification of Data entry in Tally ERP
- Verification Bank reconciliation in Tally & Reporting in Excel
- Verification Calculation of Service Tax Liabilities & Challans
- Verification of TDS working, Challans & preparing eTDS return data.
- Verification of Bank Interest Calculation.
- Verification of VAT & CST Working & Challan Preparation
- Verification of Weekly MIS (e.g. Receivable & Payable Statements)
- Making PT Return & Sales Tax Return
- Preparing Profit & Loss Account Statement.

Jivdani Gas Agency Bhayander (W) (Jun 12 to Feb 13)

Job Responsibilities:

- Daily Data Entry
- Maintaining Debtors Report in Excel.
- Follow-up with debtors.
- Maintaining Stock in Excel

Indrayani sales Pvt. Ltd. Andheri (Apr 2011 to Sep 2011).

Job Responsibilities:

- Handling dispatch details
- Entering & calculating sales bills on tally & excel.
- Preparing sales bills.
- Preparing various reports
- Coordinating with customers
- Handling Inward & outward couriers

Date:

Place:

(Vrudhi Vaibhav Karekar.)