

# **SANGEETA ARUN CHATURVEDI**

Female,

DOB. : 15<sup>th</sup> May, 1991

Add : Room no:-1096, Jawsai Gaon,  
Nr. Hanuman Mandir, Ordnance Estate,  
Ambernath (W).

Mobile : 7823098676

Email : [pandeyangeeta5@gmail.com](mailto:pandeyangeeta5@gmail.com)

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## **WORK EXPERIENCE**

- **“V G Ispat Pvt Ltd.”**

**Title** : Accountant & Excise

**Designation** : Accounts Executive

**Description** :

- Taking entry of Sales & Purchases
- Excise Billing
- Following for payment and Receipt
- Preparing C'Form
- Bank Reconciliation
- Filing and Maintaining Record
- Preparation of Letters for Various Subjects
- Maintains Stock Details
- Co-Ordination with Party's related to ledger confirmation etc
- Preparing GST sheet

**Duration:** Sept, 2008 to March, 2018.

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- **“SAYOG ENGINEERS”**

**Title** : Accountant & Excise

**Designation** : Accountant

**Description** :

- Taking entry of Sales & Purchases
- Day Today Transactions
- Following for payment and Receipt
- Bank Reconciliation
- Filing and Maintaining Record
- Preparation of Letters for Various Subjects
- Co-Ordination with Party's
- Other Office Works Related
- Preparing GST sheet
- TDS Payments
- Sales / Purchases Data Entry
- GST Return

Duration: Dec, 2018 to March'2021

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**“Royal Agro Mart Pvt Ltd” (Mahalaxmi)**

**Title** : Accountant

**Designation** : Accountant

**Description:**

- Day Today Transactions related to expenses, stock, bank etc.
- Following for payment and Receipt
- Bank Reconciliation
- Filing and Maintaining Record
- Preparation of Letters for Various Subjects
- Co-Ordination with Party's
- Other Office Works Related
- Preparing GST sheet

- TDS Payments
- Sales/Purchases Data Entry
- GST Return
- ESIC/PF Challan Online Payments
- Salary Payroll
- Cash Handling
- Stock Maintaining

Duration: June, 2021 to Sept,2022

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**“SRC Fulfillment Logistics & Warehousing Pvt Ltd” & “EZY PACK” (Ambernath)**

**Title** : Accountant

**Designation** : Accountant

**Description:**

- Day Today Transactions related to expenses, stock, bank etc.
- Bank Reconciliation
- Preparation of Letters for Various Subjects
- Other Office Works Related
- Preparing GST sheet
- TDS Payments
- Sales/Purchases Data Entry
- GST Return
- ESIC/PF Challan Online Payments
- Salary Payroll
- Cash Handling
- Stock Maintaining

Duration: Oct, 2022 to till date

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## **ACADEMIC BACKGROUND**

- Third year of bachelor in commerce (T.Y.B.Com.) From Mumbai Board with 60% in March 2010-11.
- Higher Secondary Education (H.S.C.) From Mumbai Board with 68% in March 2007-08.
- Secondary School Certificate (S.S.C.) From Mumbai Board with 56% in March 2005-06.

## **OTHER QUALIFICATION**

- **Computer**
  - MS-CIT
  - TALLY9 with ERP
  - Excise Billing in Udyog Software
  - Tally Prime

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## **LANGUAGES KNOWN**

English, Hindi, Marathi.

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## **OBJECTIVE**

Enthusiastic about gaining knowledge, learning latest & novel technologies.

Seeking a Position to utilize my skills and abilities in the industry that offers professional growth. Also to serve the best of my skill to the job undertaken and to strive for excellence through continuous process of learning.

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## **Other Experience**

1. Work in School as a Teacher in Ambernath (Gurukul English High School) for 1 Year

**Place :- Ambernath**

**Sangeeta Arun Chaturvedi**

**Date:-**

**Signature**