

KANCHAN SHINDE

MUMBAI, INDIA, 400078 | 9372664051 | 555kanchanshinde@gmail.com

1906, 1/D, Dream Complex, Bhandup-west, Mumbai- 400078

PROFESSIONAL SUMMARY

Seeking a position where extensive experience will be further developed and utilized while making a significant contribution to the success of the company, additionally skilled in leadership, problem-solving, critical thinking, and decision making.

EDUCATION

- **June 2023: Master of Business Administration: Finance**
: Mumbai University-Swayam Siddhi College of Management and Research
- **February 2013: Diploma in Finance management**
: Prin.L.N.Welingkar institute of Management: 2nd Grade
- March 2011: B.COM: HSC(Maharashtra State Board Of Higher Secondary Education): 3rd Grade
- March 2008: H.S.C : HSC(Maharashtra State Board Of Higher Secondary Education: 2nd Grade.
- March 2005: S.S.C HSC(Maharashtra State Board Of Higher Secondary Education): 3rd Grade

WORK EXPERIENCE

**Company: Shivaami Cloud Services Pvt Ltd, Mumbai Designation: Designation:
Senior Executive (2020 Nov to Current)**

- Handling Billing / Invoice Department
- Review invoices for appropriate documentation prior to payment
- Maintain, control bank balance and reconcile bank statements on daily basis. Making Payment via RTGS, NEFT and Fund Transfer.
- Prepare Weekly Report on Payable and Receivable list.
- Weekly report on Sales invoice data and ensure all invoices data properly filed by invoice team as per GST rules for E- Invoicing.
- Completing data for finalization of accounts such as reconciliation of TDS credit i.e. 26AS with books of accounts.
- Check payable reports each month to make sure that all payments were made accurately.
- Prepare GSTR1, GSTR2B and GSTR3B working on monthly basis
- Prepare MIS weekly report on revenue functioning involving implementing systems as designed by Management, policies & procedures to facilitate
- Daily Coordination with clients to resolve their product-related queries via emails and telephone calls, Strong proficiency with Microsoft Office suite, especially Excel, Ability to manage time effectively, set priorities and meet deadlines
- Review and coach junior staff and assist with the resolution of day-to-day issues

Junior Executive (2018 June to Oct 2020)

- Initiating purchase orders, sales orders, quotations, tax invoices, Vendor Registration
- Issuing credit Notes & Debit Notes, Payment processing, Invoice processing
- Keeping records in a system for all payables & Receivables transactions by using Applications Zoho, Excel
- Handling sales & purchase audit and Invoice Reconciliation
- Coordination with clients to resolve their queries on emails and calls

Designation: Account Assistant

Pineapple Technologies Pvt. Ltd; Navi Mumbai (October 2014 to March 2018)

- Maintaining entries in Oracle software and basic entries in Tally, Performing Purchase, Sales Journal Entries
- Managing petty cash and Payment follow-ups, TDS entries, and Vendor reconciliation

ADDITIONAL CERTIFICATIONS:

- Certification In Fundamentals Of Corporate Finance
- Certification In Financial Statement Reading
- Certification In Accounting Fundamentals
- Advance Excel- Udemy

OTHER QUALIFICATIONS

- Tally ERP
- Zoho Books & Expenses
- Ms. Office

PERSONAL PROFILE

- Date of Birth: 02nd March 1990
- Gender: Female
- Marital Status: Unmarried
- Nationality: Indian
- Languages Known: English, Marathi, Hindi
- Hobbies: Cooking, Yoga

DECLARATION

I hereby declare that the above information furnished by me is true to the best of my knowledge and belief.

Date

Miss Kanchan Ramchandra Shinde

Place