

CURRICULUM VITAE

Permanent Address

GRACY SAMUEL GADDAM

502 AJIT 2 C BLDG,
SARVODAYA NAGAR, BADLAPUR (W)
Mob No# 9930247757
E-Mail: gracygaddam@yahoo.in.

Personal Details

Date of Birth	: 9 th Aug.1986	Gender	: Female
Nationality	: Indian	Marital Status	: Single
Languages Known	: English, Hindi, Marathi & Telugu	Religion	: Christian

Career Objective

Seeking a challenging and responsible position in a growth oriented organization that offers the opportunity to fully utilize my analytical & functional skills developed through education

Education Qualification

- M.Com. Part II from Mumbai University (Pass Class in 2011).
- M.Com. Part I from Mumbai University (Pass Class in 2009).
- B.COM from **Chandibai Mansukhani College, Ulhasnagar.**
B.COM (First class pass – 68% March 2008) (Mumbai University)
- H.S.C. in Commerce from **S I C E S College, Ambernath.**
H.S.C. (First class pass –67%March.2005) (Mumbai University)
- S.S.C. from **Bethel Church English High School, Ambernath.**
S.S.C. (48% - Mar.2003) (Maharashtra State Board)

Technical Qualification

- Ability to work with accounting software's like ERP Software, Tally 9.0 Erp, Etc.
- Acquainted with Ms Word, Ms Excel Spreadsheet,
- Ms Outlook, Ianfa Software Etc.

Work Summary :

1. Sahil Freight Express Pvt.Ltd. (Freight Forwarders)

as an Junior Accountant for 2 Yrs (01.07.2008 to 01.01.2010.)

Responsibilities:

- Bank Recociliation on Daily Basis

- Expense, Petty Cash Entries
- Bank Payment & Receipts Entries.
- Remittance Letter (overseas)

2. PENANSHIN SHIPPING INDIA PVT. LTD. (Shipping Company)

Junior Accountant (9 Months)

Responsibilities:

- Bank Payment & Receipts Entries.
- Sales, Purchase, Expenses & Petty Cash Entries.
- Bank Reconciliation on Daily Basis.
- Ledger Reconciliation.(Debtors,Creditors,General)
- Preparing payment challan of TDS, VAT, CST & INCOME TAX.
- TDS Return on Quarterly Basis
- Preparation of VAT & CST Working
- Assist to Vat Audit
- Remittance Letter (overseas)

3. Indo-Polygraph Machinery Pvt Ltd

Account Assistant from 20th Feb 2012 to 06.02.2014.

Responsibilities

- Bank Payment & Receipts Entries.
- Sales, Purchase, Expenses & Petty Cash Entries.
- Bank Reconciliation on Daily Basis.
- Ledger Reconciliation.(Debtors,Creditors,General)
- Online payment of TDS, VAT, INCOME TAX.
- TDS Return on Quarterly Basis
- Preparation of VAT & CST Working
- Handling Petty Cash
- Prepare Monthly Salary Statement
- Vat return , Service Tax return
- Remittance Letter (overseas)

4. Liberty Graphics as an Accountant

Account Assistant from 02.05.2014 to 05.05.2017.

Responsibilities

- Bank Payment & Receipts Entries.
- Sales, Purchase, Expenses & Petty Cash Entries.
- Bank Reconciliation on Daily Basis.
- Ledger Reconciliation.(Debtors,Creditors,General)

- Online payment of TDS, VAT.
- Preparation of VAT & CST Working
- Handling Petty Cash
- Prepare Monthly Salary Statement
- Follow up with party for Payments
- Correspondence with Bank
- Looking after the outflow & inflow of payments

5. RURAL INFRATEL INTERNATIONAL LTD

Senior Accountant from 18.09.2017 to till date.

Responsibilities

- Bank Payment & Receipts Entries.
- Sales & Purchase Entries
- Bank Reconciliation on Daily Basis.
- Ledger Reconciliation.
- Online payment of TDS & GST
- TDS return file
- Preparation of GST Working
- Follow up with party for Payments
- Correspondence with Bank
- ITR Online Filing & uploading.
- Finaliasation of Accounting.

6. SAGAR EMPIRE JEWELS PVT LTD

Senior Accountant from 01.02.2023 to till date.

Responsibilities

- Bank Reconciliation on Daily Basis.
- Ledger Reconciliation.
- Preparation of GST Working
- GST Reconciliation & GST Filing
- TDS Reconciliation.
- Flucation Entry
- Finaliasation of Accounting.

Hobbies

- **LISTENING MUSIC & READING BOOKS.**

Place: Ambernath
Date:

Signature
(Gracy Samuel Gaddam)