

RESUME

Yogita Charudatta Gawde

18-148, Motilal Nagar No.1, Goregaon (W), Mumbai-104

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Work Experience:

- Working with **Etco Digital Private Limited** as **Accounts Executive** from November 2022 to till date.

Job Responsibilities:-

- Checking Payroll data
 - Preparing new joiners file
 - Checking KYC documents of new joiners.
 - Follow up with HR team and consultant for queries
 - Processing in full and final settlement of employees
- MIS Checking
 - Checking of PF, PT & ESIC Data for generating challan
 - Ensuring compliance payment as per due dates
 - Maintain records of all compliance related challans, receipt etc.
- Handling PF related queries
 - Regarding UAN No, PF passbook, updating DOL of left employees, Approving KYC & transfer request on EPF portal
 - Guide employees on PF queries
- Handling ESIC related queries
 - Follow up with consultant regarding ESIC card
 - Providing new joiners data to consultant to generate ESIC no as per new amendment
 - Guide employees on ESIC queries
- Filing of GST Return, TDS Return & PT Return
- **Ad hoc work-**
 - Providing data to consultant for ESIC half yearly and annual return
 - Assisting in PF notice
 - Internal Branch Reconciliation

- Worked with **CA VijayMehta and Company.** As **Accounts Assistant** from May 2018 to June 2021.

Job Responsibilities:-

- Maintaining books of accounts & making entries in Tally.
- Maintaining Purchase and Sales Register.
- Banking- all cheque related matter, correspondence with the bank.
- Prepare Cheques to Suppliers.
- Handling payroll and preparation of monthly payments to the employees.
- Preparation of bank reconciliation on daily basis.
- Preparation of CMA report
- Filing of GST Return, Income Tax Return, PTRC Return & TDS Return

Education Qualification:-

- S.S.C passed in year 2013 with 86.00% from Vidya Mandir
- H.S.C passed in year 2015 with 76.77% from Sathaye College
- B.com passed in year 2018 with B grade from Sathaye College
- Post-Graduation Diploma in Financial Management Sem-1 passed in year 2019 with 65.00% from Mumbai University
- Post-Graduation Diploma in Financial Management Sem-2 passed in year 2019 with 64.00% from Mumbai University

Computer Knowledge:

- MS Office – Word, Excel & Powerpoint
- Typing Speed: 30 WPM
- Tally Prime
- Winman- Tax Software

Other Details:

Date of Birth : 14 August 1997
Language Proficiency : Marathi, English and Hindi

Date: / /2023
Place: Mumbai

Yours Faithfully,

Yogita Gawde