


DEVYANI SARVAIYA

ACCOUNTANT

CONTACT

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 Borivali West, Mumbai

AREAS OF EXPERTISE

- Tally ERP and Prime
- Bank Reconciliation
- Debtors / Creditors Reconciliation
- Receivables/ Payables
- Data entry
- Statutory tax filings like GST/ TDS/ PF/ PT etc.
- MIS Reporting
- Salary/ Payroll
- Auditing
- MS Excel
- Well versed with accounting principles

SUMMARY

I have a degree in accounting with experience as an Accountant for **9 years**. Through my education and work experience, I have developed a deep understanding of accounting principles which benefitted me in previous roles, wherein I have been relied upon to handle important financial duties such as preparing MIS reports & filing tax returns. Learnt to be hard working, dedicated, analytical, persistent & perseverant with my work

WORK EXPERIENCE

➔ **Accounts Executive at HIMJYOTI GARMENT PROCESSES** - A Garment Manufacturing Firm (Denim jeans). The whole process starts from manufacturing garments (jeans) to produce finished goods with washing & color dyeing.

● **Jan-18-Present**

Key Deliverables: -

- o Maintaining books of accounts & bank reconciliation on a day-to-day basis in the Tally system & reconciliation of Debtors and creditors accurately
- o Having expertise & knowledge in GST payment, working & return filing, TDS calculation & payments, Professional Tax Filing, and Income Tax Return filing for individuals
- o Responsible for daily, weekly, and monthly account activities including timely and accurate Accounts payables/ receivables, Reconciliation/payment follow-up, issuance of Invoices / Debit /Credit Notes, salary payments/payroll, cash receipts, invoicing, bill verification, and petty cash.
- o Passing Voucher entries in tally & scrutinizing of ledgers and accounts for balance sheet closure.
- o Prepare various management information system (MIS) reports to facilitate decision-making.
- o Doing admin work such as preparing drafts, drafting challans, maintaining stock records, managing timely delivery of finished goods, review and reconcile balance sheet accounts, fixed assets, and inventory items, etc.
- o Support in year-end closing of Accounts

SKILLS

- Financial analysis
- Book keeping
- Ready to explore and learn new things
- Ability to develop long-term relationships with clients
- Perseverance and Persistence
- Time management
- Leadership
- Team work
- Good communication skills
- Proficient and Hard working
- Punctual

LANGUAGES

- English
- Hindi
- Gujarati
- Marathi

NOTICE PERIOD

- 15 days or less

➔ **Accounts Executive at MANISH P SHAH & ASSOCIATES-** A Chartered Accountant firm

● **May 16 to Dec 17**

Key Deliverables: -

- Maintaining Bank Reconciliation statements & books of accounts on a day-to-day basis in the Tally ERP system
- Preparation of weekly and monthly reports in MS-excel
- Assisting with tax audits, tax returns, fact checks, resolving discrepancies & supporting year-end close processes
- Checking invoices & bills for tax (TDS) liability
- Re-evaluating tax component as per salary structure

➔ **ACCOUNTS ASSISTANT at INDIAN SCHOOL OF BUSINESS MANAGEMENT & ADMINISTRATION-** A leading management institute in India that offers various Distance learning courses in India as well as abroad.

● **Oct-14 to Apr-16**

Key Deliverables: -

- Maintaining Preparing Bank Reconciliation Statements on a day-to-day basis to know the exact position of the bank
- Co-coordinating & interacting with different branches regarding the collection of debtors (students)
- Having good knowledge of data entry manually & computerized both for everyday transactions
- Performing basic office tasks, such as filling, data entry, processing mail, drafting Mails and Letters to students, branches, etc.
- Maintaining Petty Cash every month

EDUCATION

- **2014-2016** Masters of Commerce
- **2011-2014** Bachelor of Commerce (Accounting & Finance)
- **2010 – 2011** HSC
- **2008-2009** SSC