

PARUL CHOUDANKAR

Shreekrupa Niwas, Near Shree Sai Sham Mandir, Hendrepada, Kulgaon, Badlapur (W) 421 503.

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The Profile that I seek :

To work with an organization that will give me an opportunity to grow and progress forward and enable me to use my optimum potential and convert it to superlative achievement in my work.

Work Experience :

- **Presently Working in Vidushi Wires Pvt Ltd - January 2016 to till date**

Key Responsibilities Handled

- Knowledge on GST, participate course in GST held on AAMA.
- Assigning entries in tally to proper accounts & the upkeep of an accurate accounts filling system
- Maintained bank passbook, ledger and stock book
- Preparing accounts payable cheques and processing the same through neft & rtgs transfers
- Carrying out online banking
- Handling payroll of employees & making payments on approx 150 employees & payment of ESIC, PF & P-Tax.
- Reconciliation of Bank Statement
- Monthly MVAT & CST online payment
- Online payment of custom duty
- Service tax, TDS calculation and Payment
- Making Details of C-Form & Form 16, 16A & issue the same
- Maintain records of Notices from Income tax department & provide information to CA towards demand of notice
- Preparing Import documentation (LC opening & Buyers credit)
- Checking advices of bank charges debited from bank towards import, export, LC collection
- Making Vouchers & Entries in Computer
- Posting of credit card transactions
- Response to query mails
- Submit need based data to Manager & Director
- Administrative work

- **Worked with Atul Donde & Co. (Chartered Accountant) - January 2015 to December 2015**

Nature of work

- Accounts data entry
- VAT computation & filling return
- Computing Income Tax & filling of Income Tax return electronically
- Handling petty cash
- Administrative work.

Educational Qualification :

- Passed **B.Com with First Class (79.43%)**, From **Mumbai University** in the year 2011-12
- Passed **HSC with First Class (65.00%)**, From **Mumbai University** in the year 2008-09
- Passed **SSC with First Class (73.38%)**, From **Maharashtra State Board** in the year 2006-07

Professional Qualification :

Company Secretary – Executive Programme. (Completed First group)

Computer Proficiency :

Passed MS-CIT with 70%, in 2007
Passed Tally 09 with Grade "A", in 2009
Passed D.T.P. (Desk Top Publishing) with Grade "A", in 2014

Other Proficiency :

Knowledge of Typing

English : Passed 30 W.P.M. with Grade "A" in 2013
Marathi : Passed 30 W.P.M. with Grade "A" in 2013

Personal Details :

- Date of Birth : 25th December, 1991
- Marital Status : single
- Languages Known : English, Hindi and Marathi
- Strength : Hardworking and Polite

Activities & Hobbies :

- Dancing : Passed 4 exam in Bharatnatyam
- Listening music
- Net surfing

Declaration :

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

Place : Badlapur

Date :

(Parul Choudankar)