

PRACHI JANARDAN HADKAR

ACCOUNTANT

CONTACT

ADDRESS:

KALWA, THANE MAHARASHTRA
INDIA 400605

CONTACT

8169533775/8082226135

EMAIL ID :

prachi.hadkar19@gmail.com

EDUCATION

BACHELOR OF COMMERCE
N.K.T COLLEGE THANE
(MUMBAI UNIVERSITY) 2011

SKILLS

SAP GUI - FICO
TALLY ERP
MS EXCEL, WORD, POWERPOINT

LANGUAGES

ENGLISH
HINDI
MARATHI

CERTIFICATIONS :

SAP FICO – 2022
MASTER DIPLOMA IN -
COMPUTER & IT – 2009
MS- CIT- 2008

Detail-oriented Accountant with 7-8 years effectively maintaining accurate accounting information for large-scale financial organizations. History working as part of financial team to manage diverse financial functions. Willingness to take on added responsibilities to meet team goals.

WORK EXPERIENCE

(Dec 2020-April 2022) Accountant
CHRISTIANI SHARPLINE TECHINICALTRAINING PVT LTD
(Navi Mumbai) In Sharpline Automation Pvt Ltd

- Completed daily cash functions like account tracking payroll and wage allocation, budgeting, donating and cash, bank reconciliation.
- Preparing Fund Requirement Statement & P&L Statement Entry in tally related purchase Entry. Pass any TDS Entry.
- Prepared Sheet of TDS payment sheet for online payment of TDS & P.tax.
- Preparing Salary Sheet & Checking Tds Amt & P.tax Amt & Pass Entry tally .
- Documented cash, credit, fixed assets, accrued expenses, and line of credit transaction.
- Entry in Tally Related Training & Trading Entry, Prepared Import Sheet regarding importing material, machinery & parts & Follow up for document of invoices & Transport Invoices Entry In tally of Transport Invoices.
- Communicated with suppliers to reconcile invoice payments.
- Documented business expenses and sales.
- Used spreadsheets to track data and produce charts.
- Handled day-to-day accounting processes to drive financial accuracy.
- Provided journal entries and performed accounting on accrual basis
- Collected and reported monthly expense variances and explanations.

Group of Companies **SHARPLINE SERVICES**

- Preparing Sales Invoices related Sharpline Services.
- Reconciled company accounts for credit cards, employee expenses and commissions, Director Expense & Director Payment.
- Completed daily cash functions like account tracking, bank recon
- Preparing Purchase Entry Annexure & Check In Gstr2 B Follow Up To Vendor, Filing Gstr1 In Monthly As Per Sales Entry

SUBALA ENGINEERING PVT LTD

- Preparing Monthly Rent Invoice related Subala Engineering Send to Parties, Checking Payment from Customer Prepared Outstanding Statement & follow up them & Bank Recon.

INTEREST& HOBBIES :

READING, PAINTING, TREKKING,

SHARPPLINE MACHINERY PVT LTD

- Preparing Monthly Rent Invoice related Sharpline Machinery Send to Parties, Checking Payment from Customer Prepared Outstanding Statement & follow up them & Bank Recon in SAP, Cash Expense

(Nov 2018 – Nov 2020) **Assistant Account Officer**

HONAVAR ELETRODES PRIVATE LTD - MUMBAI

- Book & Debtor Reconciliation, Receipt in Tally & Reconciliation by Bank Statement Making report related by Bank position Statement Making report related by Bank position.
- Checking purchase related invoice of though GRN & PO (Purchase Order) Checking Rate as per Purchase Order.& Checking Quantity As per GRN. Update Entry related Material like RMW (Raw Material),Wire, PM (Packing Material), & Other Raw Material , Checking H.S.N Code & GST percentage & Entry in Tally, Sending Payment Advice to Creditor
- Preparing Marine Insurance Report Related Report. Monthly Report against Sales & Purchase. & Submitted to Insurance dept
- Preparing Salary of Staff, factory Staff, Active UAN of Staff & Worker, updating KYC Detail. Maintain Employee Detail.

(Aug 2011 - Nov 2016) **Account Assistant**

SECURITY AND PERSONNELSERVICES PVT LTD

- Documented sales, customer interactions and concerns and generated update reports for senior management.
- Preparing cheques of Statutory rent of all branch & send to branch
- Checking full & final & preparing cheque of local & branch
- Guard & also staff, Making full & final payment sheet & sent to CMRC dept for follow-up.
- Preparing RTGS & salary cheque of guards & Staff H.O & Branch.
- Validated and recorded invoices and resolved discrepancies with vendors.
- Processed employee and contractor expense reimbursements quickly.
- Reconciled bank statements and credit card accounts for accuracy and completeness.
- Prepared documentation for travel reimbursement and corporate credit card expenses.
- Managed invoices, payments and deposits, maintaining accurate expenditure records.

PERSONNEL INFORMATION

Date of Birth: 19th December 1990

Address: 304/ Ekveera Darshan CHS Pakhadi Kharigaon
Kalwa West, Thane 400605

Nationality: Indian

Marital Status: Unmarried